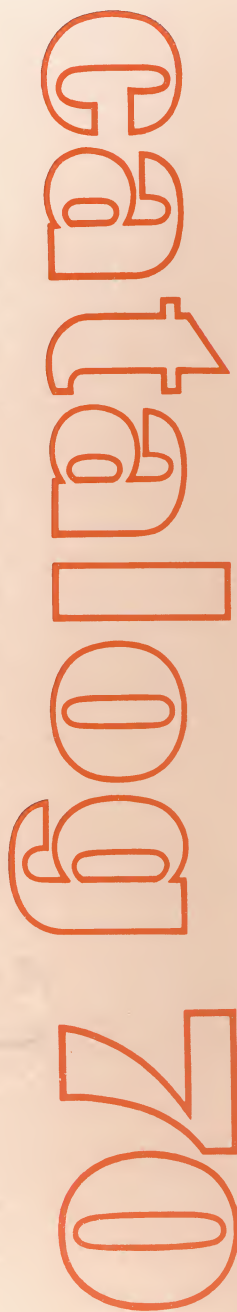




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12LS	C43			91-3-3	C28	142.120	C31	201.120	C31	262.320	C31
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13	A7			91-5-3	C28	142.320	C31	201.320	C31	AC280	C18
13V	C32			91-5SL	C15	142.480	C31	201.480	C31	E280	C18
14B7	A15			91B7	A15	142.720	C31	201.720	C31	P280	C18
14CW	C31			91M12	C24	142.1000	C31	201.1000	C31		
15PR	C43			91M25	C18	142.1500	C31	201.1500	C31		
16CW	C31			91M25SL	C18	142.2000	C31	201.2000	C31		
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21CW	C31			91M240	C19	152	C6	E205	C15		
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22LS	C43			91M480	C19	152 1/2	C4	A212	C24		
23CW	C31			91M720	C19	152 1/2-1	C4	AC212	C24		
MR24	E7			91M1000	C19	152 1/2-2	C4	E212	C24		
29	A15			94-2	D11	152 1/2-3	C4	P212	C24		
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35-5	D9			94M31	D21	152 1/3-2	C5	A225	C18		
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35M25	D12			95-3	C15	152 1/5	C6	P225	C18		
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35M40	D12			95-3SL	C15	152-12	C10	XP225	C18		
35M50	D22			95-5	C15	152-25	C10	A231	C24		
35M80	D12			95-5-3	C28	152-31	C10	E231	C24		
35M120	D12			95-5SL	C15	R152	C3	P231	C24		
35M160	D13			95M12	C24	R152 1/2	C4	XP231	C24		
35M240	D13			95M25	C20	R152 1/3	C5	BA234	E7		
35M320	D13			95M31	C24	R152 1/3-2	C28	A240	C18		
35M480	D13			95M40	C20	R152 1/3-3	C28	AC240	C18		
35M720	D13			95M50	C20	R152 1/2	C6	E240	C18		
35M1000	D13			95M80	C20	R152M2	C29	P240	C18		
C35G	D23			95M120	C20	R152M4	C29	242	C31		
TH35G	D23			95M160	C20	R152M6	C29	242HHO	C31		
P35G	D23			95M240	C20	R152M12	C29	242NAES	C31		
38N	C31			95M320	C20	RK152	C3	242.10	C31		
40	D3			95M480	C20	RK152 1/2	C4	242.12	C31		
40C	E3			95M720	C20	RK152 1/3	C5	242.25	C31		
41	D4			95M1000	C20	RK152 1/3-2	C28	242.31	C31		
T41	E4			96M4	C17	RK152 1/3-3	C28	242.40	C31		
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42B	E4					XR152	C9	242.57	C31		
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	343X	C31	502M120	C37	722½	C5	1033C	B6	2152½	C12	3200	D3
	343.25	C31	502MH	C36	D722½	C10	1035C	B7	W2152½	C12	3205	D3
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	A350	C25	502MH40	C37	722½	C6	1037C	B7	W2152½	C12	AC3240	C20
	P350	C25	502MH80	C37	R722½	C6	1038C	B7	2153	C12	P3240	C20
	353	C31	502MH120	C37	752	C3	1040C	B7	W2153	C12	3300	D3
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	A380	C20	513	D11	752½-2	C5, C28	1067G	B6	AC2160	C19	XP3512	D20
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4325	D5	5516C	C38	7521-2	D4	MT21120	C27	AC46480	D15	FLX355000	D29
4326	D5	5524E	C38	P8125	C22	MT21160	C27	C46480	D15	FLX357500	D29
4327	D6	5526E	C38	8525	D18	MT21240	C27	P46480	D15	FLX371000	D29
4328	D6	5752	C34	C8525	D18	MT21320	C27	XP46480	D15	FLX371500	D29
4329	D5	5752 1/2	C34	P8525	D18	MT21480	C27	FLX46500	D29	FLX372000	D29
4330	D3	5752 1/2-1	C34	8540	D18	MT21720	C27	46720	D15	FLX372500	D29
4331	D4	5752 1/2-2	C34	C8540	D18	23201	D6	AC46720	D15	FLX373000	D29
4350	E4	5752 1/2-3	C34	P8540	D18	23202	D6	C46720	D15	FLX374000	D29
4420	D3	R5752	C34	8580	D18	23203	D6	P46720	D15	FLX375000	D29
4421	D4	R5752 1/2	C34	9103	C14	23204	D6	XP46720	D15	FLX377500	D29
4422	D5	R5752 1/2-1	C34	9105	C14	23205	D6	FLX46750	D29	461000	D15
4423	D5	R5752 1/2-2	C34	9200	C14	25291	D7			AC461000	D15
4425	D5	R5752 1/2-3	C34	9200LB	C14	25292	D7	50,000		C461000	D15
4426	D5	5753	C34	9200T 1/2	C14			FLX58100	D29	P461000	D15
4429	D5	5753 1/2	C34	9200T 1/3	C14	30,000		58120	D17	XP461000	D15
4430	D3	5753 1/2-1	C34	9200T 1/4	C14	AC31000	C20	AC58120	D17	FLX461000	D29
4431	D4	5753 1/2-2	C34	AC9200T 1/2	C14	34703	D25, D39	C58120	D17	FLX461500	D29
4437	D6	5753 1/2-3	C34	9300	C14	34723	D25, D39	P58120	D17	FLX462000	D29
4520	D3	R5753	C34	9300T 1/2	C14	34727	D25, D39	XP58120	D17	FLX462500	D29
4521	D4	R5753T	C34	9300T 1/3	C14	FLX35100	D29	58160	D17	FLX463000	D29
4525	D5	5812	D20	9300T 1/4	C14	35120	D13	AC58160	D17	FLX464000	D29
4526	D5	AC5812	D20	AC9300T 1/2	C14	C35120	D13	C58160	D17	FLX465000	D29
4529	D5	C5812	D20	9332	C14, C29	P35120	D13	P58160	D17	FLX467500	D29
4530	D3	P5812	D20	9403	D11	XP35120	D13	XP58160	D17	581000	D17
4531	D4	X5812	D20	9425	D19	35160	D13	FLX58200	D29	AC581000	D17
4560NT	E3	XP5812	D20	P9425	D19	AC35160	D13	58240	D17	C581000	D17
4612	D20	5825	D16	9503	C14	C35160	D13	AC58240	D17	FLX581000	D29
AC4612	D20	A5825	D16	9505	C14	XP35160	D13	C58240	D17	P581000	D17
C4612	D20	AC5825	D16	9532	C14, C29	FLX35200	D29	P58240	D17	XP581000	D17
P4612	D20	C5825	D16	P9625	C22	35240	D13	XP58240	D17	FLX581500	D29
X4612	D20	P5825	D16			AC35240	D13	FLX58250	D29	FLX582000	D29
XP4612	D20	X5825	D16	10,000		C35240	D13	FLX58300	D29	FLX582500	D29
4620	D3	XP5825	D16	10703	D25, D39	XP35240	D13	58320	D17	FLX583000	D29
4621	D4	5831	D21	10727	D25, D39	AC35240	D13	AC58320	D17	FLX584000	D29
4625	D14	AC5831	D21	13512	D34	P35240	D13	C58320	D17	FLX585000	D29
A4625	D14	C5831	D21	13525	D34	XP35240	D13	P58320	D17	FLX587500	D29
AC4625	D14	P5831	D21	13531	D34	FLX35250	D29	XP58320	D17	FLEX1431000	D36
C4625	D14	X5831	D21	13550	D34	FLX35300	D29	FLX58400	D29	FLEX1431500	D36
P4625	D14	XP5831	D21	13725	D25, D34	35320	D13	58480	D17	FLEX1432000	D36
X4625	D14	5840	D16	14133-1	D38	AC35320	D13	AC58480	D17	FLEX1432500	D36
XP4625	D14	AC5840	D16	14133-2	D38	C35320	D13	C58480	D17	FLEX1433000	D36
4631	D21	C5840	D16	14135-4	D38	P35320	D13	P58480	D17	FLEX1434000	D36
AC4631	D21	P5840	D16	14135-5	D38	XP35320	D13	XP58480	D17	FLEX1435000	D36
C4631	D21	XP5840	D16	14143-1	D38	FLX35400	D29	FLX58500	D29	FLEX1437500	D36
P4631	D21	5850	D22	14143-2	D38	35480	D13	58720	D17	FLEX1441000	D36
X4631	D21	AC5850	D22	14145-4	D38	AC35480	D13	AC58720	D17	FLEX1441500	D36
XP4631	D21	C5850	D22	14145-5	D38	C35480	D13	C58720	D17	FLEX1442000	D36
4640	D14	P5850	D22	14155-1	D38	P35480	D13	P58720	D17	FLEX1442500	D36
AC4640	D14	5880	D16	14155-2	D38	XP35480	D13	XP58720	D17	FLEX1443000	D36
C4640	D14	AC5880	D16	14155-3	D38	FLX35500	D29	FLX58750	D29	FLEX1444000	D36
P4640	D14	C5880	D16	14155-4	D38	35720	D13	FLEX143100	D36	FLEX1445000	D36
XP4640	D14	P5880	D16	14313	D35	AC35720	D13	FLEX143200	D36	FLEX1447500	D36
4650	D22	XP5880	D16	14315	D35	C35720	D13	FLEX143250	D36	FLEX1451000	D37
AC4650	D22	5920	C35	14373	D25, D35	P35720	D13	FLEX143300	D36	FLEX1451500	D37
C4650	D22	5922	C35	14375	D25, D35	XP35720	D13	FLEX143400	D36	FLEX1452000	D37
P4650	D22	5923	C35	14413	D35	FLX35750	D29	FLEX143500	D36	FLEX1452500	D37
4680	D14	5930	C35	14415	D35	FLX37100	D29	143725	D25	FLEX1453000	D37
AC4680	D14	5932	C35	14513	D35	FLX37200	D29	FLEX143750	D36	FLEX1454000	D37
C4680	D14	5933	C35	14515	D35	FLX37250	D29	FLEX144100	D36	FLEX1455000	D37
P4680	D14	FL6000X	D37	14612	D34	FLX37300	D29	FLEX144200	D36	FLEX1457500	D37
XP4680	D14	6905	D11	14625	D34	FLX37400	D29	FLEX144250	D36	FLEX1471000	D37
4821	D4	P6905	D11	14631	D34	FLX37500	D29	FLEX144300	D36	FLEX1471500	D37
4903	D26	6925	D19	14650	D34	FLX37750	D29	FLEX144400	D36	FLEX1472000	D37
FF4903	D26	P6925	D19	14733-1	D38			FLEX144500	D36	FLEX1472500	D37
FF4903E	D26	XP6925	D19	14733-2	D38	40,000		FLEX144750	D36	FLEX1473000	D37
AC4094	D26			14735-4	D38	40301	C29	FLEX145100	D37	FLEX1474000	D37
4905	D26	7000		14735-5	D38	FLX46100	D29	FLEX145200	D37	FLEX1475000	D37
P4905	D26	7016	B11	14902	D39	46120	D14	FLEX145300	D37	FLEX1477500	D37
4912	D27	7017	B11	14902E	D39	AC46120	D14	FLEX145400	D37	FLX3510000	D29
AC4912	D27	7018	B11	15045	C11	C46120	D14	FLEX145500	D37	FLX3710000	D29
P4912	D27	7039	B11	15812	D34	P46120	D14	FLEX145750	D37	FLX4610000	D29
4925	D27	7041	B11	15825	D34	XP46120	D14	FLEX147100	D37	FLX5810000	D29
AC4925	D27	7043	B11	15831	D34	46160	D14	FLEX147200	D37	FLEX14310000	D36
P4925	D27	7045	B11	15850	D34	AC46160	D14	FLEX147250	D37	FLEX14410000	D36
4931	D27	7046	B11	M16120	C27	C46160	D14	FLEX147300	D37	FLEX14510000	D37
AC4931	D27	7060	B11	M16160	C27	P46160	D14	FLEX147400	D37	FLEX14710000	D37
P4931	D27	7301	C29, C39	M16240	C27						



Oxford[®]



storage files



Catalog 709

FIND INACTIVE RECORDS

FAST...

AND AT LOWER COST

Government regulations and your own business practices dictate that certain inactive records be kept in storage... some for a year or two... some even permanently.

Just how are you going to keep them? In what kind of containers? Will shelving be required? Does it make a difference whether reference is frequent or seldom? Will the right container save you time and reduce costs?

At last there's an easy way to select the proper storage device. Simply determine how long you must keep a record, how frequent the reference will be, and whether or not the available storage space is equipped with shelving.

Then use the SCORING CHART on the opposite page to determine the storage file you need.

Oxford storage devices cover every record storage need.

7 STYLES TO CHOOSE FROM

- OXECON** for utmost economy
- STANDARD** for lowest cost pull-drawer storage
- STEEL CLAD** for long time service
- STEEL FRONT** for "front office" use
- TAB CARD STORAGE FILE** for punched cards
- BINDAFILE** for punched forms
- TABFORM BINDAFILE** for tabulating forms



USE THIS SCORING CHART TO DETERMINE THE STORAGE FILE YOU NEED



RETENTION

short period (2 years or less).....score 1,
medium period (2 years to 10 years).....score 2,
long period (over 10 years).....score 3,

Retention Score.....

REFERENCE

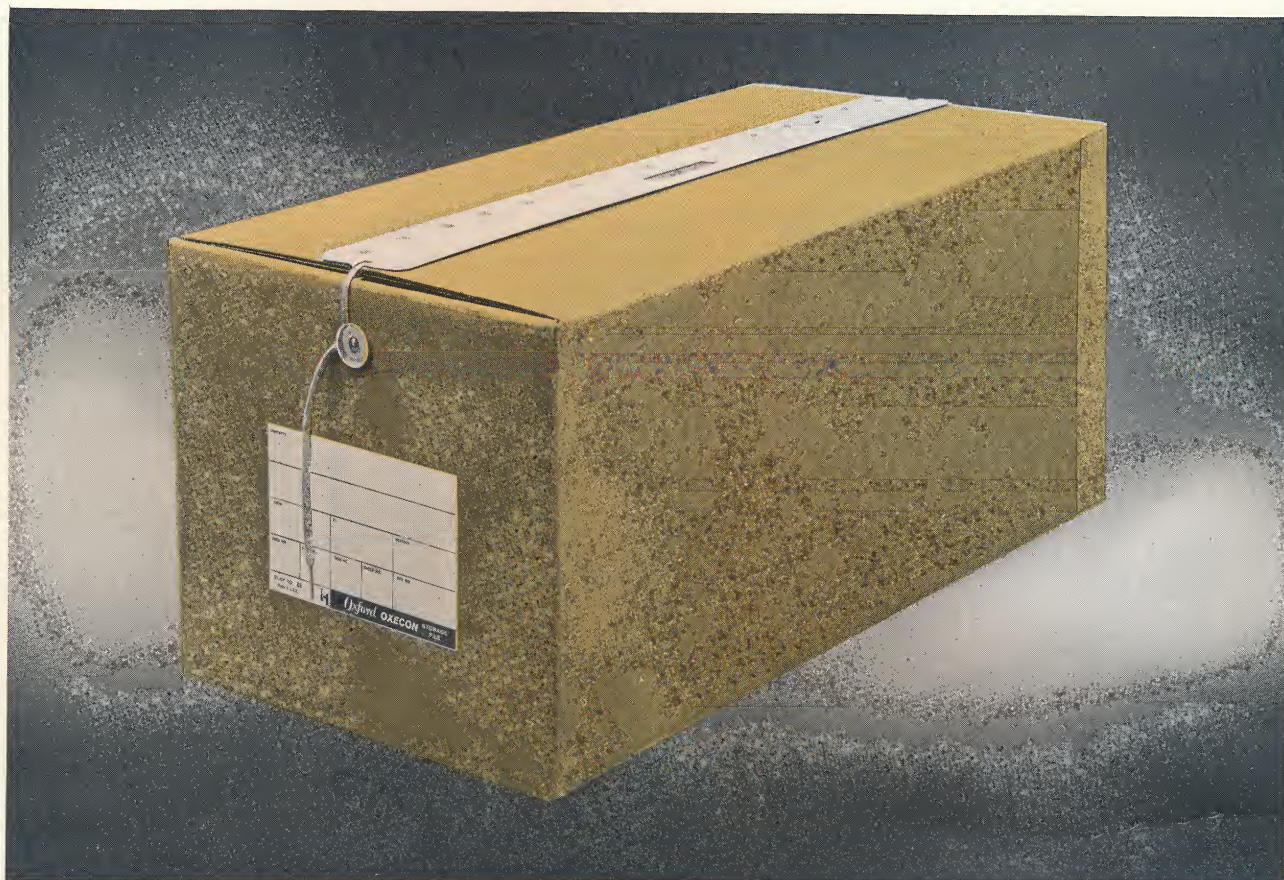
seldom or never.....score 1,
once or twice a week.....score 5,
every day.....score 10,

Reference Score.....

Add Retention and Reference Scores for **Total Score**.....

If the Total Score is	Recommended File	See page
2, 3 or 4:	OXECON or STANDARD	A4-7
6, 7 or 8:	STANDARD	A6-7
11, 12 or 13:	STEEL CLAD or STEEL FRONT	A8-9
For "Front Office" use regardless of score:	STEEL FRONT	A8-9
For lowest cost regardless of score:	OXECON	A4-5
For low cost with frequent reference:	STANDARD	A6-7
For punched Office Forms:	BINDAFILES	A12-15
For marginally punched tab forms:	TABFORM BINDAFILE	A14
For storage of punched cards	TAB CARD STORAGE FILE	A10-11
For use on existing shelving:	OXECON or STANDARD	A4-7





Oxford **OXECON**

"NO TAPE" STORAGE BOXES

WITH FEATURES NOT FOUND IN ANY OTHER BOX-TYPE STORAGE FILE

STOCK SIZES FOR ALL COMMONLY USED OFFICE FORMS

FASTEST, EASIEST TO SET UP

Other storage boxes assemble with slow, messy tape. OXECON features jiffy folding set up, no tapes, no sponge, no water.

SMOOTH BOTTOM

Easy to pile and unpile. Slide smoothly off the shelf. No taped flaps to catch or rip.

DUST-PROOF, NO-SAG TOP

Aluminum top-plate with edge lock provides dust-proof closure, prevents "swayback" lid.

STURDIER

Double-wall bottom and double-wall ends will carry heavier loads.

PACKED FLAT, 12 TO A CARTON

Until ready to use, your OXECON Storage Boxes take little space in the supply room.

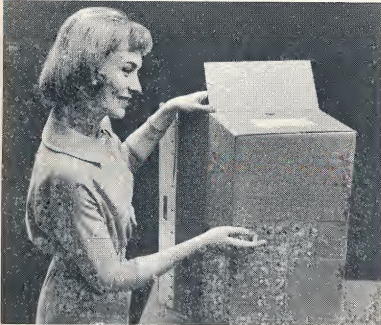
MONEY SAVING HINT:

Search your current steel filing cabinets for **INACTIVE** records, and release this expensive space for better use, by transferring inactive records to low cost OXECON storage boxes.

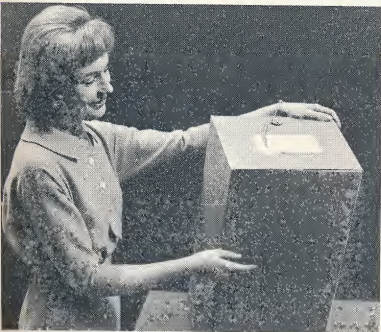
DESIGNED TO SAVE YOU TIME AND MONEY



Aluminum top plate with edge lock provides dustproof closure, prevents "swayback" lid



Smooth bottom, without tape. Easy to slide on and off shelving



No hunting for a sponge to moisten messy tape. There IS NO TAPE!



Shorter flaps allow easier access to contents



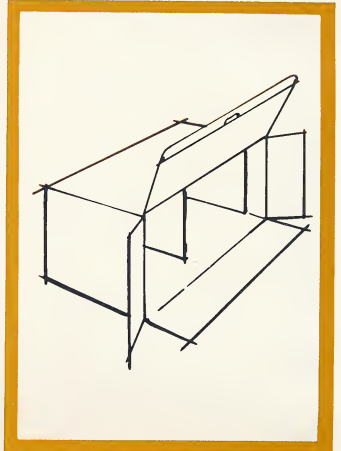
Double-wall bottom and double-wall ends support heavier loads

Modern storage practices key the style of container to the frequency of reference and length of retention. OXECON storage boxes are for your extremely inactive records—yet when the call does come, OXECON storage keeps every paper in perfect condition, in perfect order, and available for convenient reference. There's nothing more active than an inactive record that you need but can't find.

For more efficient use of the shelving in your storage area specify OXECON storage boxes. They are more than a carton tied with a shoe lace. They are files, designed for greater strength and easier handling, at no extra cost.

AT LAST A STORAGE FILE FOR SHELF FILING FOLDERS! Side-tabbed shelf-filing folders won't fit in regular letter size storage files without crushing the tabs, and hiding the headings completely. The new side-opening OXECON No. 61H permits full view of headings of side tabbed folders. This new file is shipped with a vertical divider that keeps folders upright, and reinforces for stacking 3 high.

If stored with sides facing out, quick reference can be made without removing the box from the shelf.



OXECON sizes and list prices

number	description	inside measurements			1-11 each	12 up each	wgt. per carton
		height	width	depth			
61	Letter.....	10¼	12	24	\$1.86	\$1.80	35½
62	Legal.....	10¼	15	24	2.20	2.14	43
63*	Invoice & 2 row 8 x 5.....	8¼	10¾	24	1.60	1.54	29
64	Check or Vouchers.....	3¾	9	24	1.28	1.22	15½
65	Check or Vouchers.....	4¼	9	24	1.34	1.28	16
66	Check or Vouchers.....	4½	10½	24	1.50	1.44	18
68	5 x 8 cards.....	5¼	8¼	24	1.34	1.28	15¾
69	4 x 6 cards.....	4¼	6¼	24	1.24	1.18	12½
610	3 x 5 cards.....	3¼	5¼	24	1.12	1.06	10½
612	Deposit Slips.....	4	8	24	1.26	1.20	14½
613	6 x 9 Cards.....	6¼	9½	24	1.44	1.38	18½
614	5½ x 8½ Forms.....	5¾	8¾	24	1.38	1.32	17
61H†	Letter (side-opening).....	10¼	12¾	24	2.75	2.69	44½

* Divider strips available as optional accessory. See page A9.

† 61H PRICE INCLUDES VERTICAL DIVIDER

All files packed 12 to a carton



Oxford[®] **STANDARD FILES**

PULL DRAWER CONVENIENCE**STACK FIVE HIGH WITHOUT SHELIVING****THE LOWEST COST STORAGE FILE WITH PULL DRAWER REFERENCE**

When reference to your stored records is not heavy, yet is frequent enough to make the use of top closing boxes a chore, then you need the lowest cost pull drawer file, OXFORD STANDARD SERIES. If you already have shelving, you'll appreciate the convenience and instant reference of having these sturdy pull drawer files on your storage shelves. But remember, you don't need shelving for STANDARD FILES, which stack and interlock into solid banks. Five or six high letter size is no problem. So you don't need to add the cost of shelving to the price of STANDARD FILES.

Select STANDARD FILES when storage period required is short, and reference is regular but infrequent.

DESIGNED FOR LOW COST AND LONG SERVICE

Natural color board and no frills keeps the price down. STANDARD SERIES is the lowest cost pull drawer storage file.

Crush proof against any normal load. Double thick side walls permit high stacking with free action of every drawer.

No separate metal parts to attach. Entire file assembles in a jiffy, occupies little space when stored flat in supply room.

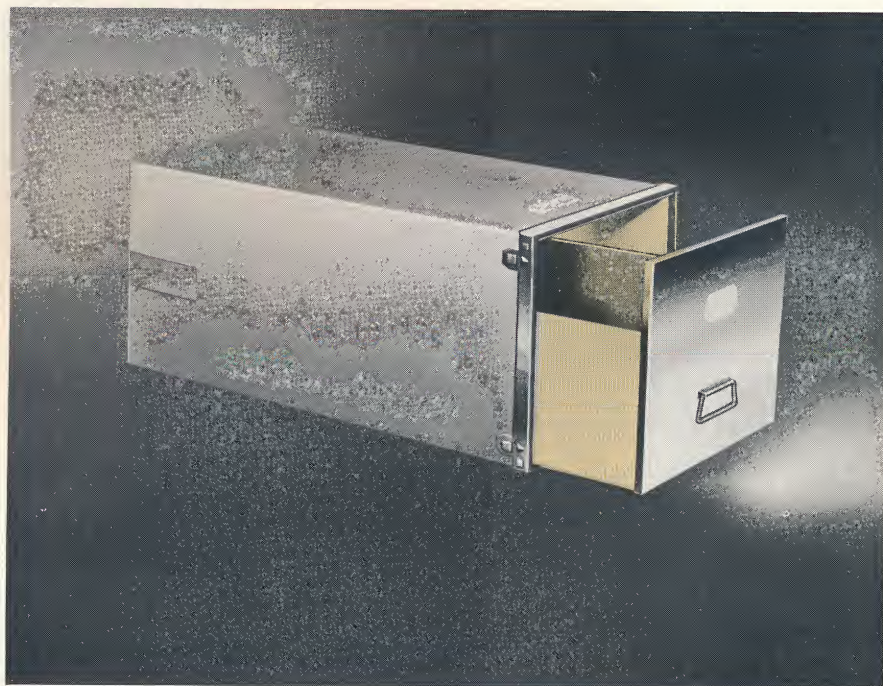
Back locks fasten files together vertically, to prevent files tipping forward when opened.

High sides of drawer permit flat storage of 11x17 or longer sheets, or use as receptacles for light repair or production parts.

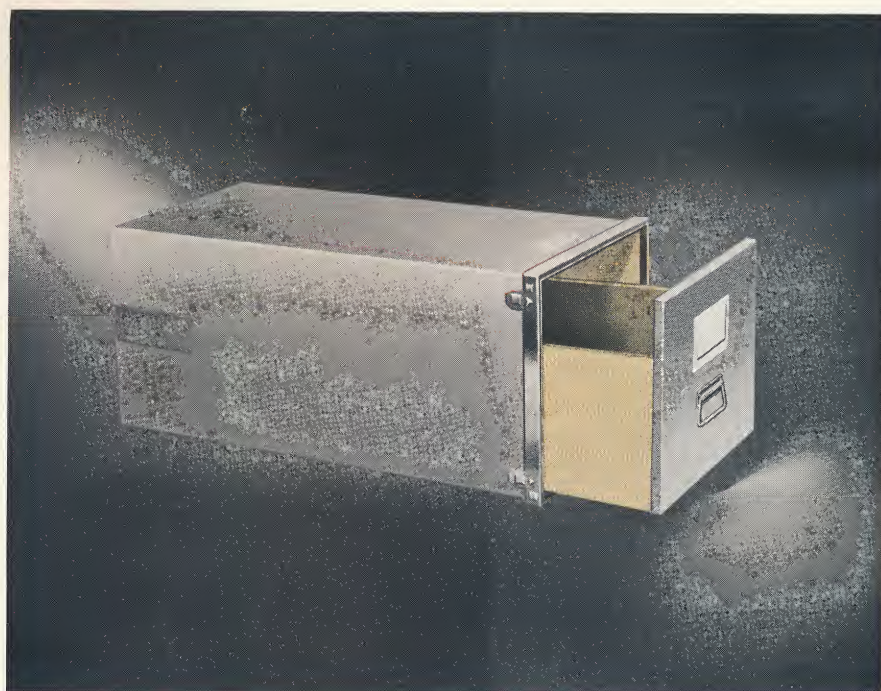
number	for records such as	inside measurements			1-9 each	10 up each	wgt. per carton
		height	width	depth			
1	Letters.....	10 $\frac{1}{4}$	12	24	\$2.95	\$2.89	60
2	Legal or Cap Size.....	10 $\frac{1}{4}$	15	24	3.70	3.62	70
3	*Invoice, 2 rows 8x5.....	8 $\frac{3}{4}$	10 $\frac{3}{4}$	24	2.85	2.73	56
4	Checks or Vouchers.....	3 $\frac{3}{4}$	9	24	2.15	2.05	30
5	Checks or Vouchers.....	4 $\frac{1}{4}$	9	24	2.15	2.05	30
6	Checks or Vouchers.....	4 $\frac{3}{4}$	10 $\frac{1}{4}$	24	2.40	2.30	34
7	Tabulating Cards.....	3 $\frac{3}{4}$	7 $\frac{5}{8}$	24	2.15	2.05	25
8	5x8 Cards or Forms.....	5 $\frac{1}{2}$	8 $\frac{1}{4}$	24	2.40	2.30	31
9	*4x6 Cards (2 rows).....	4 $\frac{1}{2}$	12 $\frac{3}{4}$	24	2.75	2.67	44
10	*3x5 Cards (2 rows).....	3 $\frac{1}{2}$	10 $\frac{3}{4}$	24	2.70	2.57	31
12	Deposit Slips.....	4 $\frac{1}{4}$	8 $\frac{1}{4}$	24	2.15	2.05	28
13	5 $\frac{1}{2}$ x8 $\frac{1}{2}$ or 6x9 Forms.....	6	9	24	2.75	2.67	42

*These files furnished with divider strip for 2 row filing. Double width forms may be filed merely by discarding the divider or placing it at the side to take up any excess width.

Packed flat, 10 files to the carton, in full carton lots only
In natural color board only



Oxford **STEEL FRONT FILES**



Oxford **STEEL CLAD FILES**

STEEL FRONT: For temporary current filing as well as for heavy duty transfer filing. Your front office may not be the spot for transfer files, but when there's no other place to put them, make use of handsome OXFORD STEEL FRONT files. Finished in Oxford grey, and stacked in four or five high units, they are hard to tell from steel cabinets.

Another frequent STEEL FRONT use is for any very active but temporary filing project that does not warrant an investment in expensive filing cabinets.

STEEL CLAD: For heavy duty, long term transfer filing, STEEL CLAD is the logical choice. Any transferred record that is going to be retained for a long time with a need for occasional reference, or records that for a short period will be looked up every day, require the longevity and sturdiness of OXFORD STEEL CLAD files.

CONSTRUCTION DETAILS: Steel collar fastens securely to the shell, and provides horizontal and vertical interlocking. Files can be stacked as high as space allows. OXFORD grey finish is fade-proof, even in direct sunlight. Matches the best office decor. STEEL FRONT is heavy gauge furniture steel. Front of STEEL CLAD file is double thick grey corrugated. Both can be depended on for long, hard service. Drawer bottoms waxed for easy sliding. Drawers designed for quick assembly with key slot locks at four corners.

STEEL FRONT FILES 6 sizes, in Oxford Grey

Stock No.	For records such as	Inside Measurements H W D			1-5 Each	6-up Each	Wgt. per Carton
71A	Letters.....	10½	12¼	24	\$5.10	\$5.00	44 lbs.
72A	Legal or Cap Size.....	10½	15¼	24	6.50	6.40	48 lbs.
75A	Checks or Vouchers.....	4½	9¼	24	3.50	3.36	22 lbs.
76A	Checks or Vouchers.....	5	10½	24	4.20	4.08	26 lbs.
78A	5x8 Cards or Forms.....	5¾	8¾	24	3.85	3.75	23 lbs.
713A	5½x8½ or 6x9 Forms.....	6¾	9¼	24	4.15	4.02	26 lbs.

PACKED FLAT, 6 FILES TO THE CARTON.

STEEL CLAD FILES — 10 sizes, in Oxford Grey

Stock No.	For records such as	Inside Measurements H W D			1-5 Each	6-up Each	Wgt. per Carton
71E	Letters.....	10½	12¼	24	\$4.10	\$3.98	37 lbs.
72E	Legal or Cap Size.....	10½	15¼	24	5.00	4.90	41 lbs.
73E	*Invoices, 2 rows 8x5.....	8¾	10¾	24	4.00	3.90	33 lbs.
75E	Checks or Vouchers.....	4½	9¼	24	2.75	2.65	20 lbs.
76E	Checks or Vouchers.....	5	10½	24	3.50	3.40	22 lbs.
77E	Tabulating Cards.....	4	7¾	24	2.75	2.65	21 lbs.
78E	5x8 Forms.....	5¾	8¾	24	3.15	3.05	21 lbs.
79E	*4x6 Cards (2 rows).....	5	12¾	24	3.70	3.60	25 lbs.
710E	*3x5 Cards (2 rows).....	4	10¾	24	3.50	3.40	21 lbs.
713E	5½x8½ or 6x9 Forms.....	6¾	9¼	24	3.45	3.35	23 lbs.

*These files furnished with divider strip for 2 row filing. Double width forms may be filed merely by discarding the divider or placing it at the side to take up any excess width. **PACKED FLAT, 6 FILES TO THE CARTON.**

FOLLOWER BLOCKS

Stock No.	For Files	Price Each	Lots of 6 Each	Wgt. per Carton
2159	5, 7, 9, 10, 12, 75, 77, 79, 710.....	\$.49	\$.42	3
2160	4, 6, 8, 13, 76, 78, 713.....	.49	.42	3½
2161	1, 2, 3, 71, 72, 73.....	.49	.42	4

BACK LOCKS

For use with Standard, Steel Front, Steel Clad and Tab Card Storage Files to fasten files together vertically at the back.

Stock No.	Price Each	Per 100	Wgt. per 100
19	\$.04	\$3.15	2½

STEEL BASES

Letter, legal and check (No. 75) sizes for use with either Steel Front or Steel Clad Files.

Size	Stock No.	Price Each	Wgt. ea.
Letter	B71.....	\$3.95	4½
Legal	B72.....	3.95	4½
Check	B75.....	3.95	4

DIVIDER STRIPS

Stock No.	For Files Nos.	Price Each	Per 100	Wgt. per 100
Style A	1, 2, 3.....	\$.07	\$4.73	—
Style B	4, 5, 6, 7, 8, 9, 10, 11, 12, 13.....	.05	4.20	—
Style H	71, 72, 73, 713.....	.09	7.61	—
Style L	75, 76, 77, 78, 79, 710.....	.09	6.93	—
Style K	63.....	.07	4.73	—



NEW, LOW-COST

Oxford[®]

TAB CARD STORAGE FILE

PROVIDES EFFICIENT STORAGE OF PUNCHED CARDS IN ORIGINAL SHIPPING CONTAINERS.

Tab card boxes (2000 card capacity) can now be converted into labeled, steel handled drawers stored in the new six compartment OXFORD Tab Card Storage File.

QUICK FINDING

Instead of rummaging through boxes of cards scattered on tables or tops of cabinets, the cards you want are instantly accessible. No lifting or replacing card boxes to reach cards underneath random piles of containers. Just pull out a single "drawer" or replace it in the file opening reserved for it.

STACK 6 COMPARTMENT FILES—As many as you need

These 6-compartment-files stack and interlock in banks in any configuration your floor or top-of-cabinet space requires. No need for shelving. Stack-klips and banking locks are supplied with each file. Steel collars securely fastened to the outer case supports arrangements up to 6 files high.

HANDSOME AS WELL AS STURDY

Each file is finished in OXFORD Grey for front office appearance, with steel handles and label strips in matching color.

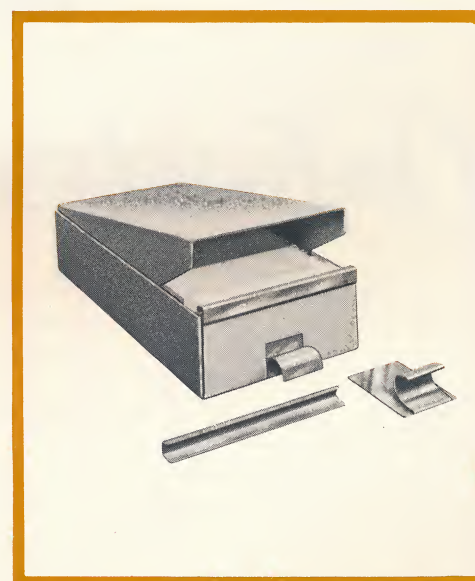
Stock No.	1-5 Each	6 up Each	Wgt. Carton of 6
776	\$5.10	\$4.98	34 lbs.



STEEL HANDLES AND LABEL STRIPS

Steel handles and label strips (supplied with each OXFORD Tab Card Storage File) are available separately to convert tab card containers to pull drawers. Packed in boxes of 6 "sets", each set consists of one handle and one label strip.

Stock No.	Per Box of 12 Sets	Wgt. Per Box
776CH	\$2.75	3 lbs.





Oxford[®] BINDAFILES[®]

This battery of Bindafiles is not a pile of loose boxes. They are FILES, interlocked into a single cabinet of 24 drawers (or in whatever units you may require). You pull out any drawer—no unpiling to get at the one you want.

FOR FILING:

Prescription Blanks ■ Sales Checks ■ Continuous Register Forms ■ Deposit Slips ■ Delivery Receipts ■ Invoices ■ Voucher Checks ■ Purchase Orders
Bills of Lading (and any snap-out forms) ■ Ledger Sheets ■ Journal Sheets ■ Legal Forms ■ Tabulating Forms (and most office forms)

the file with the BUILT-IN BINDER POSTS

KEEPS RECORDS CLEAN

Dust and dirt are the enemies of plain book-type binders, piled on shelving. All-around enclosure of Bindafile keeps your records clean.

FLEXIBLE POSTS HELP YOU SEE ALL

Bindafile records bend open on Flexible posts, give full sheet visibility, read like a book. Rigid posts prevent a full look at sheets, unless you remove papers from posts.

FIXED LOCATION SPEEDS FINDING

With Bindafiles, you simply pull out a drawer. No laborious piling and unpiling. Bindafiles stay in correct alphabetical or numerical sequence. Binders or box binders piled on shelves always get shuffled around, because other binders must be moved to get at the one you want.

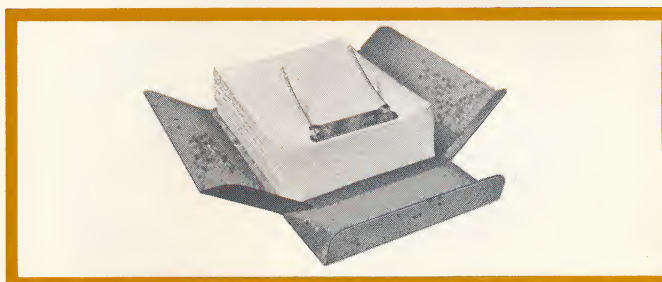
TAKES LESS DESK SPACE

A Bindafile on your desk has no cover—it's an open drawer, compact and convenient. No cover to open, nothing to unwrap. All records are ready for reference.

FOR CURRENT RECORDS AS WELL AS STORAGE

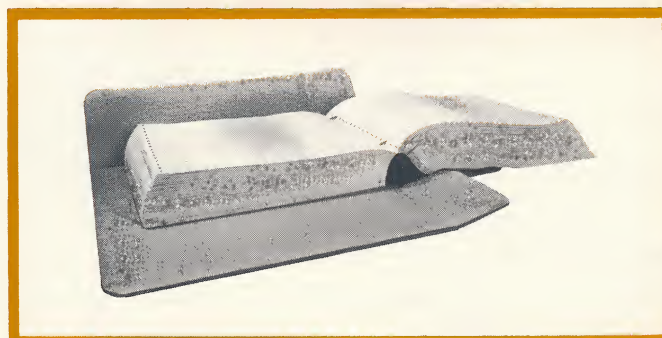
Many find Bindafile useful for the filing of active records as well as for transfer of semi-active ones. And it's no wonder—in contrast to its handling ease and neat file-drawer storage qualities, conventional desk binders seem old fashioned indeed. So why not put an end to piling and unpiling of dust-catching unwieldy boxes or post binders—modernize your binder filing now with Oxford's new Bindafile.

BINDAFILE OFFERS THESE OUTSTANDING FEATURES



TAKES LESS SPACE... On your desk, compact Bindafile takes 1/3 less space than conventional "post binders" when referring to papers.... In storage, Bindafile's "file cabinet" feature and pull-drawer access mean space economy and quick reference. Contrast this feature with the inaccessibility of bulky storage boxes piled on top of one another and often wasting valuable shelf space.

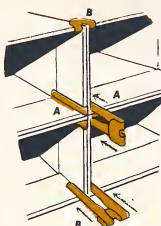
KEEPS PAPERS NEATER... Bindafile's compressor plate keeps papers in perfect order, and its sturdy fiber-board shell wards off dust. Capacity is 4"—1000 sheets 16 lb. bond.



SPEEDS PAPER HANDLING... Once on your desk, Bindafile's skillful interior design provides full-page visibility of stored records, without having to remove them. Flexible non-kinking posts provide quicker, easier insertion of papers, won't tear punched holes. You thread each post separately through the papers instead of trying to place two holes over two posts at the same time (a disadvantage of conventional storage binders with rigid posts).

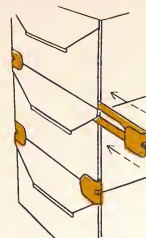
HOW TO USE BINDAFILE STACKERS No. 29

Bindafile stacks and locks (as illustrated) into banks of pull-drawer units. Each file is easily removed and easily replaced without juggling position of other files.



FRONT

Insert stackers at A to join files vertically, at B to join side by side.



BACK

Insert stackers as illustrated to join files vertically.



EASY REFERENCE AND COMPLETE PROTECTION FOR MARGINALLY PUNCHED SHEETS

Oxford

"TABFORM" BINDAFILES

If you're tired of coping with clumsy boxes or dust-catcher book-type binders for storage of marginally punched forms, then why not switch to Oxford's new Tabform Bindafile. This revolutionary yet low-cost storage device offers both file-drawer access for easy reference and all-around enclosure for complete protection of records from dust and dirt.

Special flexible posts in "Tabform" Bindafiles are made of tough nylon over a thin wire core, designed for longest post life and maximum kink resistance. Tapered points insure smooth insertion for slick, quick fastening.

Not a carton that sprawls all over your desk when opened, Bindafile is a compact drawer-tray with built-in flexible posts in which you quickly stack punched forms. The drawer fits into a shell and shells stack and lock into banks. Bindafile thus forms its own file cabinet, eliminating the expense of costly shelving and providing a "front office" appearance.

Stock Number	Sheet Size (Binding Side First)	Post Space	Each Prices		Weight Carton of 12
			1-11	12 up	
"TABFORM" BINDAFILES for BURST Forms					
85X816	8½ x 8½	6"	\$1.63	\$1.59	12 lbs.
85X1124	8½ x 10⅝	6"	1.79	1.75	14 lbs.
	8½ x 11				
	8½ x 11¾				
85X1428	8½ x 13⅝	6"	1.92	1.88	16 lbs.
	8½ x 14⅞				
11X816	11 x 8½	8½"	1.67	1.63	13 lbs.
11X1020	11 x 9½	8½"	1.75	1.71	15 lbs.
	11 x 9⅞				
	11 x 10⅝				
11X1227	11 x 11¾	8½"	1.83	1.79	17 lbs.
	11 x 12 ²⁷ / ₃₂				
11X1428	11 x 13⅝	8½"	1.92	1.88	18 lbs.
	11 x 14⅞				
11X1725	11 x 15 ⁵ / ₁₆	8½"	1.95	1.92	20 lbs.
	11 x 17 ²⁵ / ₃₂				
"TABFORM" BINDAFILES for UNBURST Forms					
816U85	8½ x 8½	8"	1.67	1.63	12 lbs.
1020U85	10⅝ x 8½	10⅝"	1.79	1.75	14 lbs.
1124U85	11¾ x 8½	11¼"	1.83	1.79	14 lbs.
1428U85	14⅞ x 8½	14⅜"	1.95	1.92	16 lbs.
816U11	8½ x 11	8"	1.71	1.67	14 lbs.
928U11	9⅞ x 11	9⅜"	1.79	1.75	15 lbs.
1020U11	10⅝ x 11	10⅝"	1.79	1.75	15 lbs.
1124U11	11¾ x 11	11¼"	1.83	1.79	17 lbs.
1227U11	12 ²⁷ / ₃₂ x 11	12 ¹¹ / ₃₂ "	1.88	1.83	17 lbs.
1320U11	13⅝ x 11	13⅜"	1.92	1.88	18 lbs.
1428U11	14⅞ x 11	14⅜"	1.95	1.92	19 lbs.
1725U11	17 ²⁵ / ₃₂ x 11	17⅝"	2.04	2.00	21 lbs.
BINDAFILES for other punched Office Forms					
46B2	4⅝ x 7	2¾"	1.25	1.20	8 lbs.
58B2	5½ x 8½	2¾"	1.33	1.30	9 lbs.
69B2	6 x 9½	2¾"	1.42	1.38	10 lbs.
70B6	7½ x 10⅝	6⅜"	1.50	1.46	11 lbs.
88B2	8½ x 8½	2¾"	1.42	1.38	11½ lbs.
88B4	8½ x 8½	4¼"	1.42	1.38	11½ lbs.
81B2	8½ x 11	2¾"	1.46	1.43	13 lbs.
81B4	8½ x 11	4¼"	1.46	1.43	13 lbs.
84B2	8½ x 14	2¾"	1.54	1.50	14 lbs.
84B4	8½ x 14	4¼"	1.54	1.50	14 lbs.
91B7	9½ x 11⅞	7⅞"	1.58	1.54	16½ lbs.
18B8	11 x 8½	8½"	1.46	1.43	14 lbs.
14B7	11 x 14	7"	1.67	1.63	17 lbs.
17B8	11 x 17	8¼"	1.67	1.63	19½ lbs.
No. 29 Stackers for all Bindafiles \$.80 per doz.					

No. 29 Stackers for all Bindafiles \$.80 per doz.

Minimum Dealer Order: Carton of 12 of a number

All files are packed 12 to a carton, are 5¼" high (outside dimension) and have a capacity of 4" or 1000 sheets of 16 lb. bond. Compressor plate supplied with each file.

REPRESENTATIVE LIST OF BINDAFILE USERS

Bendix Radio Division,
The Bendix Corp.

Carl Zeiss Inc.

The Carpenter Steel Co.

Chesapeake & Potomac
Telephone Co.

Commercial Credit Co.

Delta Airlines

General Electric Co.,
Lamp Division

Hilton Credit Corp.

John Deere Intercontinental Ltd.

Kitchens of Sara Lee

Lockheed Electronics

Los Angeles Stock Clearing Corp.

Martin Marietta Corp.

Phillips Petroleum Co.

Pullman Trust & Savings Bank

Rockwell Standard Corp.,
Transmission & Axle Division

The Ruberoid Co.

Singer Sewing Machine Co.

Statler Tissue Corp.

Sutro & Co.

Todd Shipyards Corp.

Union Bank & Trust Co.,
Los Angeles

Union Tank Car Co.

Universal Match Co.

U.S. Steel Corp., Fairless Works



SECURITIES CLEARING HOUSE—396
Bindafiles here, to store marginally
punched tab forms which require frequent
reference.



FACTORING OFFICE—350 Steel Front
Files stacked on top of current filing
cabinets. Hard to tell them apart!



TRANSFERRED CORRESPONDENCE — 65
Steel Clad Files, set up in records depart-
ment for quick reference, good service and
good looks.



OXECON STORAGE—Not much need for
reference, so they are stacked three deep
in storage bins.

SOLVING THE RECORDS RETENTION PROBLEM

Every day thousands upon thousands of cubic feet of storage space are filled with transferred papers. Many problems of reference and retention arise, but the "Big 5" line of Oxford Files makes the solutions easy.

Where reference is frequent, Oxford pull-drawer style files save time and work.

Where there is very little reference and comparatively short retention, low-cost Oxecon storage boxes save money.

And for punched records, the new Oxford Bindafile is an unbeatable combination for convenience and economy.

SATISFIED USERS

If your storage requirements are as extensive as the installations illustrated on this page, you will appreciate the wide choice found in the "Big 5" line of Oxford Files. To determine quickly which Oxford File is best for your storage or transfer operation, fill in the chart on page A3.

Then go to your nearby Oxford Office Equipment Dealer, who usually can supply you from stock; or he can get large quantities with little or no delay, because Oxford Files are distributed nationwide from Oxford factories and warehouses in New York, St. Louis, Chicago, Dallas, Los Angeles, and Augusta, Ga.

Save Yourself from COSTLY TRANSFER TIME FILING MISTAKES!



A new 20 page manual that takes a new look at the old problem of record transfer and retention. Tells you how and when to transfer, how long to retain what you transfer. "Must" reading for everyone concerned with improved procedures and lower cost in record retention.

Send for your copy today. Just address:

Oxford, Garden City L.I., N.Y.

OXFORD FILING SUPPLY CO., INC.
CLINTON ROAD

GARDEN CITY, N.Y.

NEW YORK

• ST. LOUIS

• CHICAGO

• DALLAS

• AUGUSTA

• LOS ANGELES

Catalog 701b



red fiber

EXPANDING FILES • FLAT &
EXPANDING ENVELOPES •
POCKETS • JACKETS

OXFORD FILING SUPPLY CO., INC.
CLINTON ROAD
GARDEN CITY, N.Y.

NEW YORK

• ST. LOUIS

• CHICAGO

• DALLAS

• AUGUSTA

• LOS ANGELES

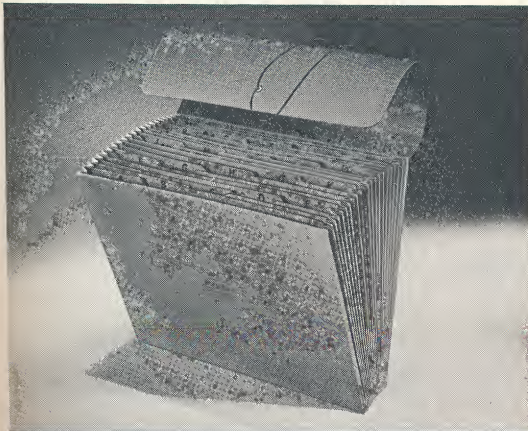
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EXPANDING FILES, A-Z, 21 POCKETS

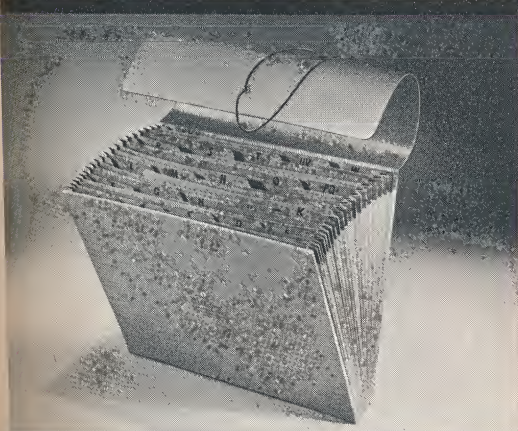
Alphabetical filing is easy and convenient in an Oxford Expanding File. Takes up small space when not in use, yet expands to more than eighteen inches of efficient filing. Space for name headings on each partition. Alphabet is in five positions and tab cut for visibility. All files individually boxed.

Stock No.	Description	Price each Doz. lots, asst'd	Wgt. per Doz.
LETTER SIZE, 10 x 12			
517A	Kraft, with flap	\$2.50	30
617A	Red Fiber, no flap *	3.60	29
717A	Red Fiber, flap, elastic tie	3.90	32
817A	Full cloth, flap, elastic tie	6.20	33
LEGAL SIZE, 10 x 15			
519A	Kraft, with flap	3.90	28
619A	Red Fiber, no flap *	5.10	33
719A	Red Fiber, flap, elastic tie	5.55	34 ³ / ₄
819A	Full cloth, flap, elastic tie	7.70	35 ¹ / ₂
RECEIPT and CHECK SIZE, 4³/₄ x 10¹/₄			
507A	Kraft, with flap	2.50	13
607A	Red Fiber, no flap *	3.25	14
707A	Red Fiber, flap, elastic tie	3.70	15 ¹ / ₂
807A	Full cloth, flap, elastic tie	5.40	17
NOTE SIZE, 7 x 12			
515A	Kraft, with flap	2.50	18
615A	Red Fiber, no flap *	3.80	20
715A	Red Fiber, flap, elastic tie	3.90	22
815A	Full cloth, flap, elastic tie	6.20	23
STATEMENT and BILL SIZE, 7¹/₂ x 9³/₄			
509A	Kraft, with flap	2.50	17
609A	Red Fiber, no flap *	3.70	19
709A	Red Fiber, flap, elastic tie	4.00	19 ¹ / ₂
809A	Full cloth, flap, elastic tie	6.20	20
3¹/₂ x 6 SIZE			
603A	Red Fiber, no flap *	3.10	12
4¹/₂ x 7 SIZE			
604A	Red Fiber, no flap *	3.25	13
5¹/₂ x 9 SIZE			
608A	Red Fiber, no flap *	3.70	15

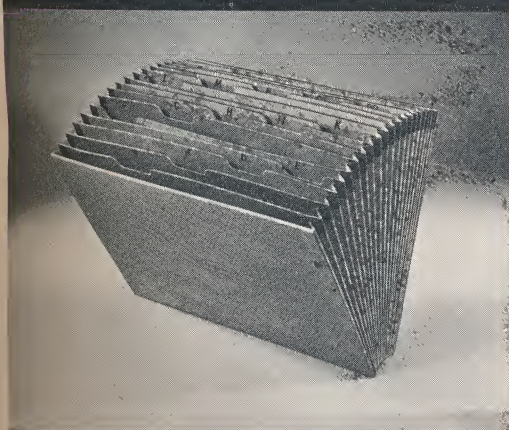
*Red fiber expanding files with flap, without elastic tie will be furnished promptly to order at same prices.



817A FULL CLOTH A-Z WITH FLAP AND ELASTIC TIE
Every outside surface covered with closely woven soil resisting red-brown cloth. Heavy board front and back provide complete rigidity. The deep flap with elastic tie is reinforced at the fold. All partitions are double thick at the top, and secured to gussets on both sides with extra depth stays. Pockets expand 1". Total expansion 22". Indexing is in five positions, undercut for full visibility. An exceptionally durable file, for hard use.



717A RED FIBER A-Z WITH FLAP AND ELASTIC TIE
Extra deep flap is double thick. All outside surfaces are attractively embossed to simulate leather. Front and back are reinforced with heavy board, providing exceptional rigidity. Heavyweight partitions are secured to gussets with five inch "stays", and gussets are reinforced at top with 3/4 inches of cloth. Pockets expand 1" for a total expansion of 22". Will accommodate thousands of papers. Indexing is in five positions, undercut for full visibility. Elastic tie provides quick access and closure.



617A RED FIBER, NO FLAP A-Z
Extra heavy partitions are reinforced at top and double-stayed to gussets. Indexing is staggered in 5 positions, and is undercut for visibility and ease of removing contents. Front and back are reinforced with stiff board. Gussets reinforced at top with cloth. Front and back red-fiber is printed and embossed in simulated leather design, adding to durability and appearance. 1" expansion for each compartment, with total expansion of 22".



517A KRAFT, WITH FLAP A-Z
Securely made of heavy brown kraft with leatherette embossed finish. Low in price but ruggedly made for long and satisfactory use. Heavy gussets are reinforced with tape. A deep double-thick flap protects contents when file is not in use. Flap is triple thick across the fold. Each printed heading is tab-cut for greater visibility and easier filing. Pockets expand to 1" with total expansion of 22".

For single file prices on all expanding files, pages B2, B3, B4, add 20% to dozen lot prices.

EXPANDING FILES, DAILY 1-31, 31 POCKETS

For daily filing, follow-up filing, or filing in numerical groups up to 31. Printed headings are in five assorted positions, leaving tab spaces available for 3½" wide typed Oxford Rol-labels® or Dri-labels®, if name headings are desired.

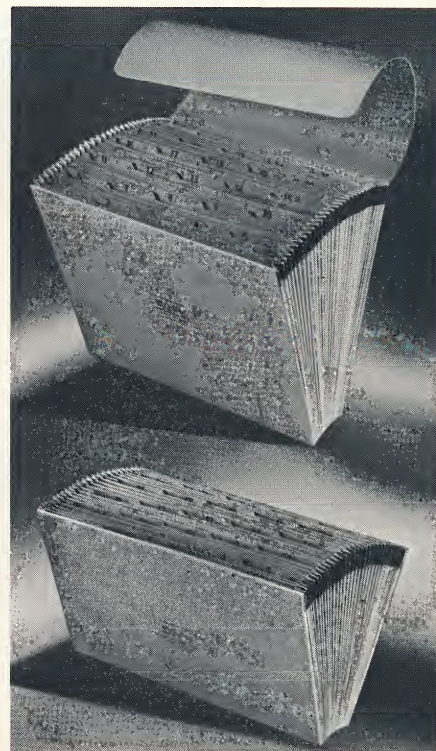
Stock No.	Description	Price each Doz. lots, asst'd	Wgt. per Doz.
LETTER SIZE, 10 x 12			
517D	Kraft, with flap	\$3.90	28
617D	Red Fiber, no flap *	5.75	37
717D	Red Fiber, flap, elastic tie	6.50	37
817D	Full cloth, flap, elastic tie	9.00	42
LEGAL SIZE, 10 x 15			
519D	Kraft, with flap	5.90	36
619D	Red Fiber, no flap *	7.20	41
719D	Red Fiber, flap, elastic tie	9.50	43¾
819D	Full cloth, flap, elastic tie	10.70	44
RECEIPT and CHECK SIZE, 4¾ x 10¼			
607D	Red Fiber, no flap *	4.80	18¾
NOTE SIZE, 7 x 12			
615D	Red Fiber, no flap *	6.20	28¾
STATEMENT and BILL SIZE, 7½ x 9¾			
609D	Red Fiber, no flap *	5.95	24¾

EXPANDING FILES, JAN. TO DEC., 12 POCKETS

Papers filed by months for follow-up can be transferred at start of each month to a daily 1 to 31 expanding file if finer date selection is required. If desired the twelve compartments can be given name headings by applying typed labels.

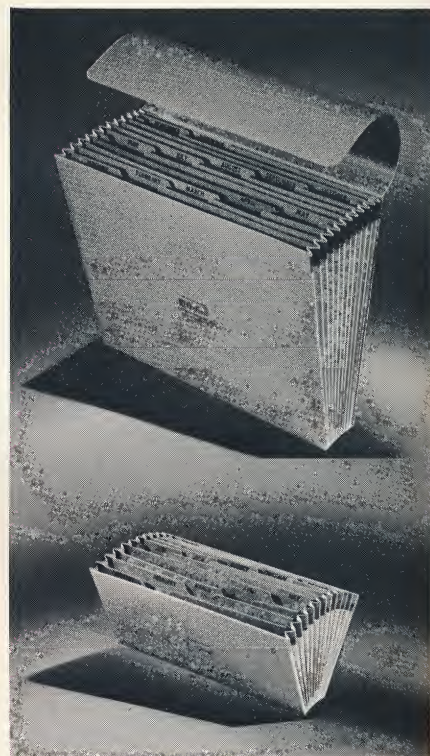
Stock No.	Description	Price each Doz. lots, asst'd	Wgt. per Doz.
LETTER SIZE, 10 x 12			
517M	Kraft, with flap	\$2.50	17
617M	Red Fiber, no flap *	3.65	23
717M	Red Fiber, flap, elastic tie	3.90	21½
817M	Full cloth, flap, elastic tie	5.50	19¾
LEGAL SIZE, 10 x 15			
519M	Kraft, with flap	3.90	12¾
719M	Red Fiber, flap, elastic tie	5.55	24½
819M	Full cloth, flap, elastic tie	7.50	22½
RECEIPT and CHECK SIZE, 4¾ x 10¼			
607M	Red Fiber, no flap *	3.30	13½
NOTE SIZE, 7 x 12			
615M	Red Fiber, no flap *	3.80	16½

*Red fiber expanding files with flap, without elastic tie will be furnished promptly to order at same prices.



517D, and 615D,
Indexed 1-31, in various sizes

517M, and 607M
Indexed Jan to Dec, in various sizes



RED FIBER FIVE PIECE EXPANDING ENVELOPES with elastic tie and soil-resistant finish

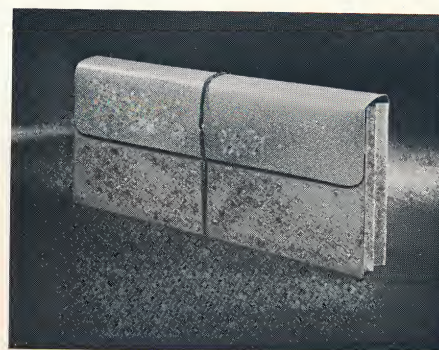
No more tapes to tie. Quicker access to contents—just slip aside the durable elastic cord. Flap stays snugly closed over few or many papers. Flap is extra heavy. Both front and back are double thick. Coated stock makes the surface scuff proof and highly resistant to moisture and grease.

FIBER GUSSETS, 1 3/4" EXPANSION — Packed 25 per box

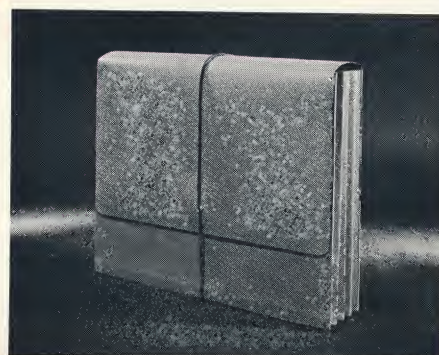
Stock No.	Size	25-499 per C	500 up per M	Wgt. per M
2029C	5 x 12	\$ 60.00	\$ 545.00	185
2033C	9 1/2 x 11 3/4	88.00	790.00	315
2036C	10 x 15	102.50	916.00	410

FIBER GUSSETS, 3 1/2" EXPANSION — Packed 10 per box

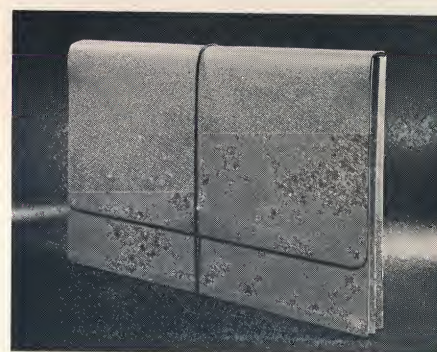
Stock No.	Size	10-499 per C	500 up per M	Wgt. per M
2049E	5 x 12	68.00	610.00	210
2053E	9 1/2 x 11 3/4	97.00	870.00	360
2056E	10 x 15	117.00	1055.00	445



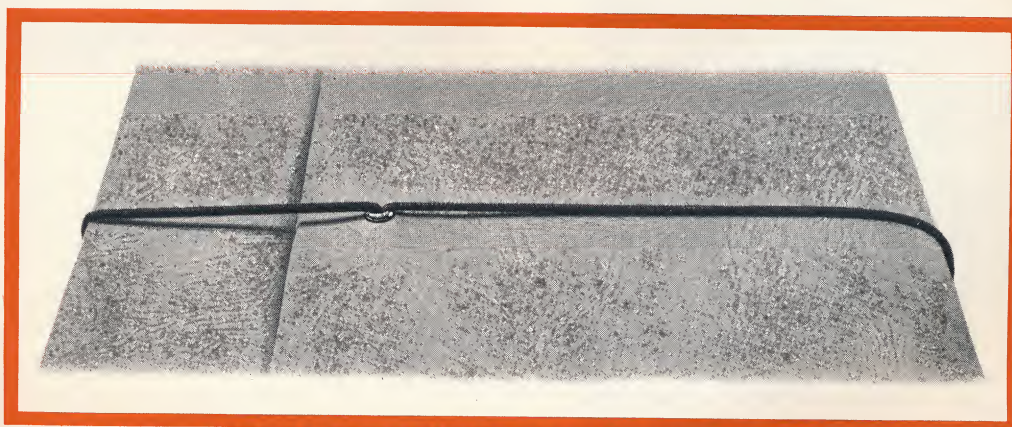
2029C 5" x 12" size, 1 3/4" expansion



2053E 9 1/2" x 11 3/4" size, 3 1/2" expansion



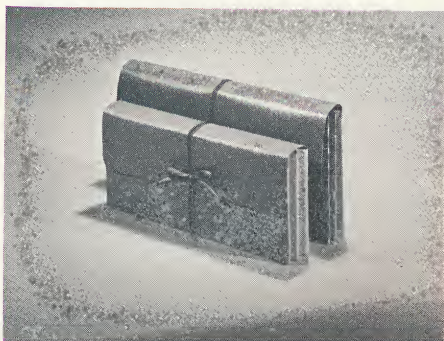
2036C 10" x 15" size, 1 3/4" expansion



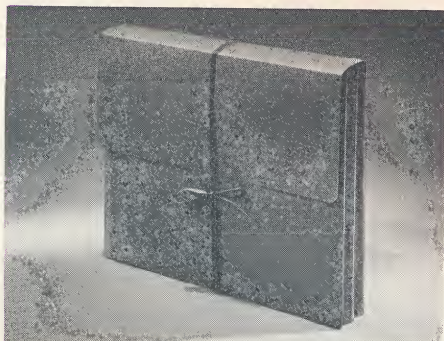
Elastic cord closure is a great time-saver. You'll like the neat appearance—and it can't come untied.

RED FIBER FIVE PIECE EXPANDING ENVELOPES

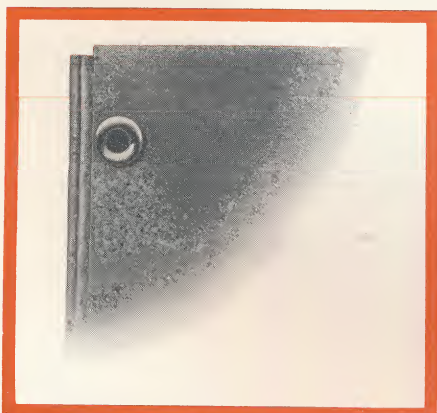
Deep flaps provide full cover, even when envelope is filled to capacity. The tops of expanding gussets are tape reinforced and then eyeletted securely to body to prevent pulling apart. The strong cloth tying tapes are securely attached to the body of the envelope. Back and front are double thick, for long service. All envelopes packed 10 per box.



1026C and 1029C 4" x 9½", 4½" x 10¾" and 4½" x 11" sizes with fiber gusset only. 5" x 11" size and larger, choice of fiber or cloth gussets.



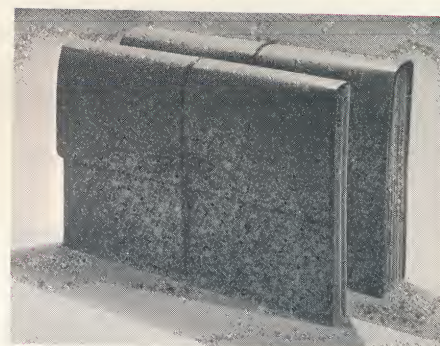
1033C Most sizes available in choice of 3 expansions: 1¾", 3½" or 5¼".



Eyelet reinforcement adds to durability under constant use.

Stock No.	Exp.	10-499 per C	500 Up per M	Weight per M
4 x 9½ SIZE, FIBER GUSSET				
1026C	1¾	\$ 36.30	\$ 330.00	130
1046E	3½	39.80	362.00	145
1066G	5¼	55.00	496.00	165
4½ x 10¾ SIZE, FIBER GUSSET				
1027C	1¾	39.80	362.00	150
1047E	3½	43.10	392.00	160
1067G	5¼	56.00	505.00	155
4½ x 11 SIZE, FIBER GUSSET				
1028C	1¾	41.35	376.00	175
1048E	3½	47.30	430.00	180
1068G	5¼	56.65	515.00	205
5 x 11 SIZE, FIBER GUSSET				
1029C	1¾	43.10	392.00	180
1049E	3½	50.15	456.00	185
1069G	5¼	60.95	554.00	210
CLOTH GUSSET				
3029C	1¾	53.45	486.00	180
3049E	3½	68.20	620.00	220
3069G	5¼	80.40	731.00	220
9½ x 11¾ SIZE, FIBER GUSSET				
1033C	1¾	64.35	585.00	285
1053E	3½	69.30	630.00	305
1073G	5¼	83.60	760.00	400
CLOTH GUSSET				
3033C	1¾	76.55	696.00	345
3053E	3½	94.05	855.00	380
3073G	5¼	118.25	1075.00	440

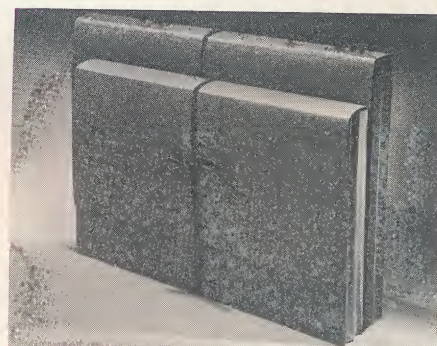
Stock No.	Exp.	10-499 per C	500 up per M	Weight per M
9½ x 14¾ SIZE, FIBER GUSSET				
1035C	1¾	73.15	665.00	360
1055E	3½	80.30	730.00	370
1075G	5¼	95.15	865.00	410
CLOTH GUSSET				
3035C	1¾	86.90	790.00	405
3055E	3½	105.05	955.00	450
3075G	5¼	132.55	1205.00	480
10 x 15 SIZE, FIBER GUSSET				
1036C	1¾	75.70	688.00	370
1056E	3½	85.80	780.00	410
CLOTH GUSSET				
3036C	1¾	90.55	823.00	430
3056E	3½	113.50	1032.00	485
10 x 16 SIZE, FIBER GUSSET				
1037C	1¾	86.35	785.00	460
1057E	3½	94.80	862.00	490
1077G	5¼	114.40	1040.00	510
CLOTH GUSSET				
3037C	1¾	105.60	960.00	415
3057E	3½	123.85	1126.00	515
3077G	5¼	155.10	1410.00	540
11 x 16 SIZE, FIBER GUSSET				
1038C	1¾	93.50	850.00	490
CLOTH GUSSET				
3038C	1¾	111.10	1010.00	520
12 x 18 SIZE, FIBER GUSSET				
1040C	1¾	104.70	952.00	640
CLOTH GUSSET				
3040C	1¾	122.65	1115.00	630



1035C and 3075G Choose fiber gussets for most uses, but for the ultimate in appearance and durability, specify cloth gussets.



1036C and 3077G 10" x 15" or 10" x 16" sizes are popular carriers for legal size material.



1038C and 3040C 11" x 16" and 12" x 18" are oversize envelopes to accommodate drawings, charts, negatives or other larger than usual documents.

FILE POCKETS — 5 PIECE RED FIBER

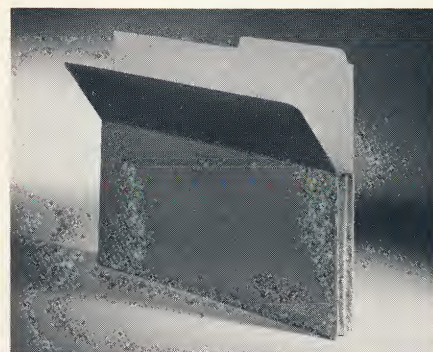
When filed material is bulky, the most satisfactory filing container is the vertical file pocket. 5½" high gussets contain papers neatly, yet fold-down front flap makes papers quickly accessible.

Oxford File Pockets are double thick both front and back; back lining is salmon stock for legible indexing. Fiber gussets are reinforced at top edges with strong tape, and cloth gussets are made even stronger with an overall foundation of red fiber. All pockets are packed 25 per box. 1514C, 1524E, 1516C are also packed 50 per carton.

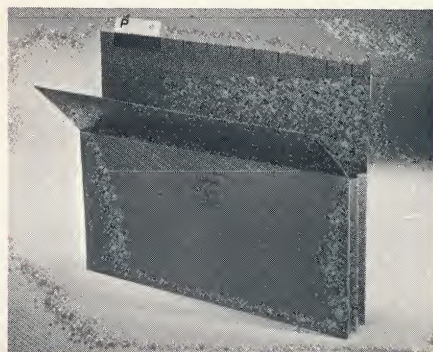
Stock No.	Exp.	Gusset	25-499 per C	500 Up per M	Weight per M
LETTER SIZE STRAIGHT CUT					
1514C	1¾	Fiber	\$45.10	\$410.00	230
3514C	1¾	Cloth	51.15	465.00	235
1524E	3½	Fiber	52.35	476.00	240
3524E	3½	Cloth	66.55	605.00	250
LETTER SIZE 1/2 CUT					
1514C-1/2	1¾	Fiber	47.30	430.00	210
3514C-1/2	1¾	Cloth	53.35	485.00	220
1524E-1/2	3½	Fiber	54.55	496.00	230
3524E-1/2	3½	Cloth	68.75	625.00	250
LETTER SIZE 2/5 CUT RIGHT END (9⅞" HIGH)					
1514C-2/5	1¾	Fiber	47.30	430.00	212½
3514C-2/5	1¾	Cloth	53.35	485.00	235
1524E-2/5	3½	Fiber	54.55	496.00	240
3524E-2/5	3½	Cloth	68.75	625.00	250
LEGAL SIZE STRAIGHT CUT					
1516C	1¾	Fiber	51.90	472.00	277½
3516C	1¾	Cloth	62.50	568.00	290
1526E	3½	Fiber	62.70	570.00	295
3526E	3½	Cloth	75.00	682.00	310
LEGAL SIZE 1/2 CUT					
1516C-1/2	1¾	Fiber	54.10	492.00	280
3516C-1/2	1¾	Cloth	64.70	588.00	285
1526E-1/2	3½	Fiber	64.90	590.00	300
3526E-1/2	3½	Cloth	77.20	702.00	310
LEGAL SIZE 2/5 CUT RIGHT END (9⅞" HIGH)					
1516C-2/5	1¾	Fiber	54.10	492.00	265
3516C-2/5	1¾	Cloth	64.70	588.00	275
1526E-2/5	3½	Fiber	64.90	590.00	280
3526E-2/5	3½	Cloth	77.20	702.00	310

...WITH PENDAFLEX No. 42 TABS

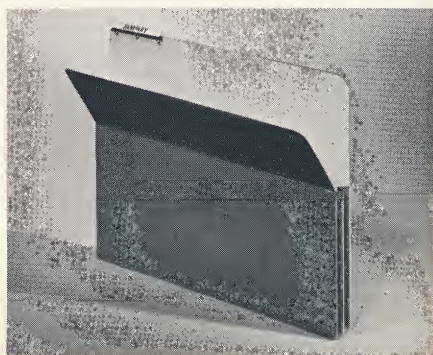
Stock No.	Exp.	Gusset	10-499 per C	500 Up per M	Weight per M
2514C	1¾	Fiber	\$56.65	\$528.00	232½



1514C 2/5 Two fifths cut pockets are 9⅞" high. Straight cut pockets are 9½" high and available tabbed to order in fifth or third cut at regular tabbed prices.



2514C Penda-flex-style tab may be inserted in any of 9 positions, for greatest indexing flexibility.



AC1514C File pocket with angular celluloid tab.

FILE POCKETS — 5 PIECE RED FIBER WITH ANGULAR CELLULOID INSERTABLE TABS (tabbed to order only)

Quarter inch tabs are either 2¾" or 3¾" wide. Tab is securely attached to pocket with metal eyelets. Use for heavy duty filing where a single line title is sufficient indexing. Specify size and position of tab when ordering. Packed 25 per box, 50 per carton.



M1524E File Pocket with Metal Tab.

Stock No.	Size	25 -499 per C	500 Up per M	Weight per M
LETTER SIZE, FIBER GUSSETS				
AC1514C	1¾	\$57.00	\$515.00	191
AC1524E	3½	65.00	582.00	216
LEGAL SIZE, FIBER GUSSETS				
AC1516C	1¾	64.00	578.00	211
AC1526E	3½	75.00	675.00	236

...WITH STEEL TABS

Made to order only. Supplied with either No. 2 (2¼" wide) or No. 3 (3¾" wide) steel tab. Specify size and position of tab when ordering. Packed 25 per box, 50 per carton.



M1514C Two-Piece File Pocket with Manila Faced Back Flap.

LETTER SIZE, FIBER GUSSETS				
M1514C	1¾	\$63.50	\$570.00	236
M1524E	3½	72.00	635.00	261
LEGAL SIZE, FIBER GUSSETS				
M1516C	1¾	71.00	630.00	256
M1526E	3½	82.00	735.00	281

FILE POCKETS, TWO PIECE RED FIBER

A serviceable file pocket at low cost. Case is strong one piece construction with double thick back flap, manila faced for legible tab title. Gusset tops are tape reinforced, and front flap is scored horizontally at gusset height. Packed 50 per box.



1014 All Manila One Piece File Pocket.

Stock No.	50-499 per C	500 Up per M	Weight per M
FIBER GUSSET, 1¾" EXPANSION LETTER SIZE, STRAIGHT CUT			
2014C	\$40.00	\$355.00	185
FIBER GUSSET, 1¾" EXPANSION LEGAL SIZE, STRAIGHT CUT			
2016C	43.00	385.00	220

FILE POCKETS — ONE PIECE MANILA

Tough 11 point manila with front flap scored for easy access to contents. Tape reinforcement over front face and at gusset tops for extra strength. Packed 50 per box.

ONE INCH EXPANSION LETTER SIZE, STRAIGHT CUT			
1014	\$21.00	\$187.00	100
ONE INCH EXPANSION LEGAL SIZE, STRAIGHT CUT			
1017	22.50	197.00	120

RED FIBER FLAT ENVELOPES

Flaps are extra deep, for security and durability. Recommended for carrying or filing material of comparatively little bulk.

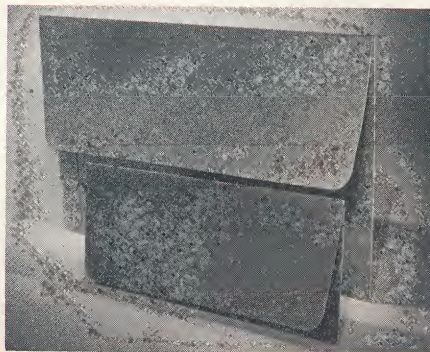
Stock No.	Size	100-499 per C	500 Up per M	Weight per M
1006A	4 x 9½	\$ 8.00	\$ 73.00	45
1007A	4¼ x 10¼	8.70	79.00	45
1008A	4½ x 11	10.10	92.00	65
1009A	5 x 11	10.45	95.00	60
Stock No.	Size	50-499 per C	500 Up per M	Weight per M
1013A	9½ x 11¾	19.70	179.00	130
1015A	9½ x 14¾	20.90	190.00	170
1016A	10 x 15	22.00	200.00	150
1020A	12 x 18	34.10	310.00	240

RED FIBER PARTITION ENVELOPES

For filing or carrying four or six different classes of papers in one container, keeping each class in a separate compartment.

Back flaps reinforced with brass eyelets at the fold. Gussets are tape reinforced at top. Full depth gluing of partitions prevents papers sliding into next compartment.

Stock No.	Pockets	10-499 per C	500 Up per M	Weight per M
5 x 11 SIZE, FIBER GUSSETS				
1329E	4	\$ 75.90	\$690.00	285
1349G	6	108.35	985.00	360
9½ x 11¾ SIZE, FIBER GUSSETS				
1333E	4	108.25	984.00	510
1353G	6	145.20	1320.00	610
9½ x 14¾ SIZE, FIBER GUSSETS				
1335E	4	125.30	1139.00	600
1355G	6	170.50	1550.00	720



1009A and 1016A Flat Envelopes.



1353G Partition Envelopes.

RED FIBER ONE PIECE EXPANDING ENVELOPES

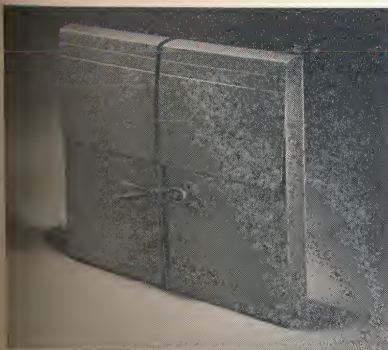
Carry or file in these low-cost large capacity envelopes. Tie tape attached to flap with coppered staple.

Stock No.	Size	Pts. Thick	Exp.	50-499 per C	500 Up per M	Weight per M
7016	3½ x 5½	11	1	\$16.35	\$148.50	40
7017	4½ x 6½	11	1	16.35	148.50	60
7018	5½ x 8½	11	1	17.60	160.00	80
7039	4 x 9½	11	2	16.35	148.50	70
7041	5 x 11½	11	2	18.50	168.30	110
7043	9½ x 11¾	13	2	22.75	207.00	210
7045	9½ x 14¾	13	2	25.30	230.00	240
7046	10 x 15	13	2	26.20	238.00	265
7060	12 x 18	13	2	48.85	444.00	320

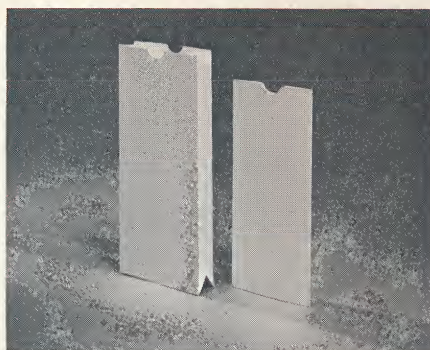
LEGAL DOCUMENT ENVELOPES

Made of one-piece heavy manila, thumb cut back and front for easy access to contents. Gives maximum protection to insurance policies, legal papers, and securities.

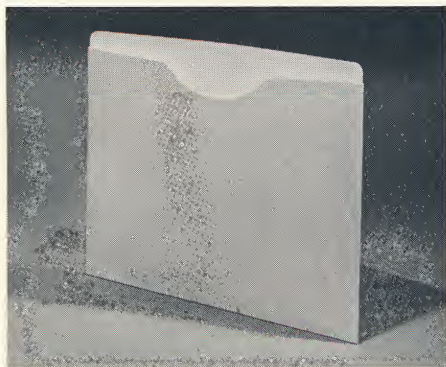
Stock No.	Exp.	100-499 per C	500 Up per M	Weight per M
9½ x 4 SIZE				
10F	Flat	\$ 7.45	\$ 67.65	35
10-½	1/2	14.50	132.00	50
10-1	1	15.05	137.00	50
10-1½	1½	15.95	145.00	50
10-2	2	16.85	153.00	60
10 x 4¼ SIZE				
11F	Flat	8.35	75.90	40
11-½	1/2	15.60	142.00	50
11-1	1	16.40	149.00	50
11-1½	1½	16.70	152.00	60
11-2	2	18.05	164.00	60
10¾ x 4½ SIZE				
12F	Flat	9.10	82.50	45
12-½	1/2	16.30	148.00	60
12-1	1	16.70	152.00	60
12-1½	1½	18.05	164.00	60
12-2	2	19.45	177.00	70



7043 One Piece Expanding Envelopes.



12-2 and 10F Legal Document Envelopes.



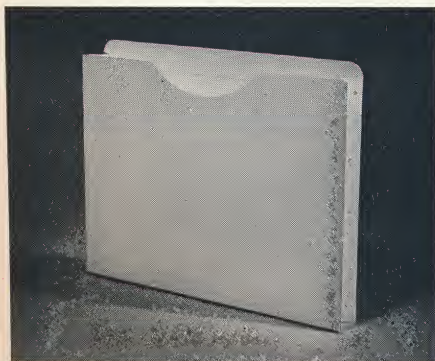
3010 Single Top.

FILE JACKETS — ONE-PIECE MANILA

Die cut from one piece of heavy manila, and carefully glued, with back extending 5/8" above front for indexing. Front flap is thumb cut for access to contents.

Stock No.	Exp.	50-450 per C	500 Up per M	Weight per M	Box Qt'y.
LETTER SIZE — SINGLE TOP					
3010	Flat	\$ 9.10	\$ 82.50	90	50*
3023	1	18.90	172.00	120	25
3043	2	18.90	172.00	130	25
REINFORCED TOP					
R3010	Flat	9.75	88.00	105	50*
R3023	1	20.00	180.00	120	50
R3043	2	20.00	180.00	130	50
LEGAL SIZE — SINGLE TOP					
3015	Flat	12.30	112.00	115	50*
3025	1	21.10	192.00	145	25
3045	2	21.10	192.00	155	25
REINFORCED TOP					
R3025	1	22.50	200.00	140	50
R3045	2	22.50	200.00	170	50

*also packed 250 to carton



R3043 Reinforced Top.

Catalog 706



 **Oxford[®]**

**vertical
filing
supplies**

FILE FOLDERS • FILE GUIDES •
SPEED INDEX SYSTEMS •
LABEL INSERTS AND CELL
WINDOWS • BRIEF COVERS •
SHELF FILING SUPPLIES •
FASTENERS • LABELS

Oxford file folders

OXFORD FOLDER STOCKS

100 LINE MANILA. Are all file folders alike? No! The only premium grade folder available through your office supply dealer is Oxford 100 Line Manila. It's a superstock of smooth finish combining a maximum of bursting, folding and tearing strength, made to Oxford's precise specifications. Look for the ► symbol throughout the price list. This is your key to the best folders on the market today. In 8 and 11 point.

700 LINE MANILA A better grade stock formulated for greatest tearing, folding and bursting strength at a popular price. Equal to most "other brand" first grade folders. In 9½, 11 and 14 point.

OXFORD KRAFT A strong unbleached sulphate stock of smooth surface and pleasing appearance equalling 100 line quality. In 8, 9½ and 11 point.

DUROX TAG A tough durable superstock of pleasing tan color. It is ideally suited for applications where greater strength and rigidity are required without the thickness and expense of pressboards. In 18 point.

OXFORD GRADE BLUE PRESSBOARD A hard, dense stock of superior rigidity and strength, in 25 point distinctive pearl blue. All Oxford Grade pressboard meets U. S. Government specifications.

OXFORD BLACK FIBERBOARD A 25 point board exhibiting highest bursting strengths and soil resistance in a distinctive black color.

FOLDING AND SCORING

All Oxford folders are made with grain verticle for greater rigidity in the file.

Well defined scores at 1/4" intervals above the fold for 3/4" expansion are standard on the front flaps of all manila, kraft, and most red fiber folders. Durox tag folders are scored for 1" expansion.

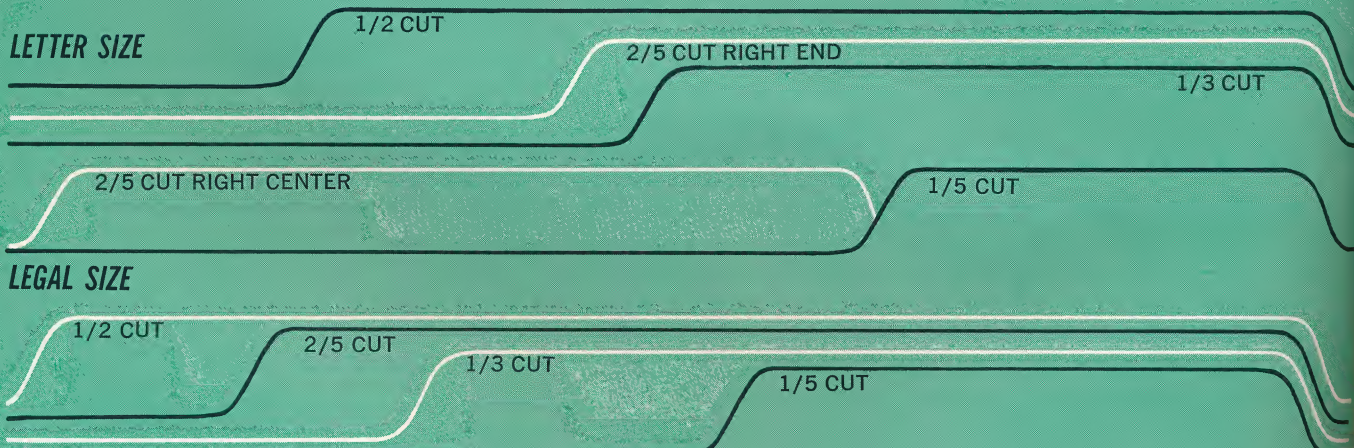
UNDERCUT TABS

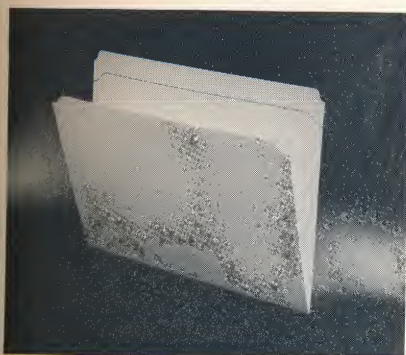
All popular styles of tabbed Oxford manila and kraft folders are made with front flaps undercut to increase tab heading area. Tabbed-to-order items are furnished with this feature at slight extra cost.

THE "POINT" SYSTEM

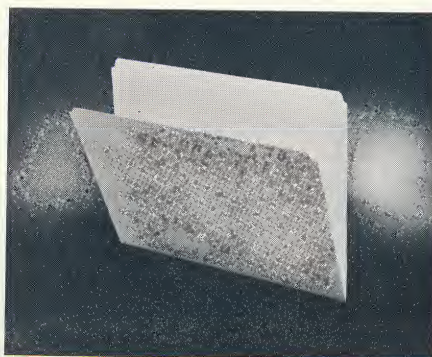
- 8 pts : lightweight
 - 9½ pts : medium weight
 - 11 pts : heavy weight
 - 14 pts : extra heavy weight
 - 25 pts : pressboard
- A point is .001 inches

CHART OF STANDARD TAB SIZES

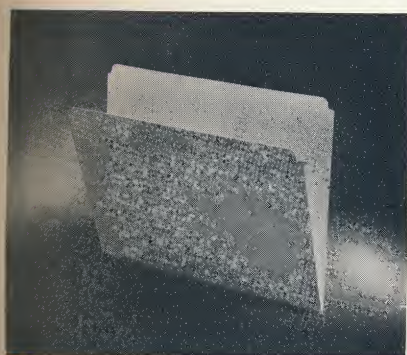




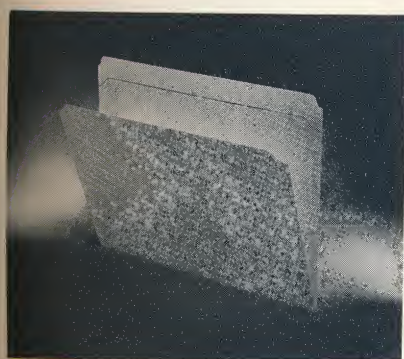
Stock No. R152



Stock No. 152



Stock No. K652



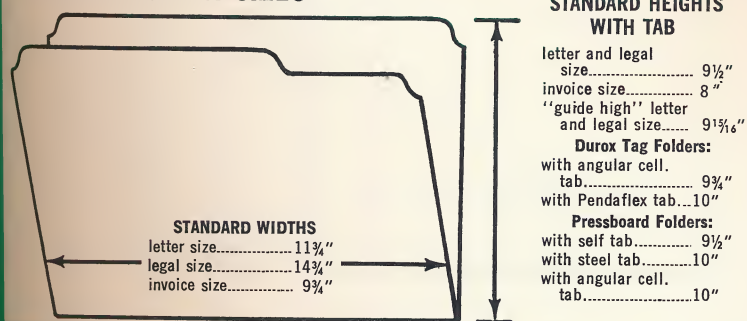
Stock No. RK152

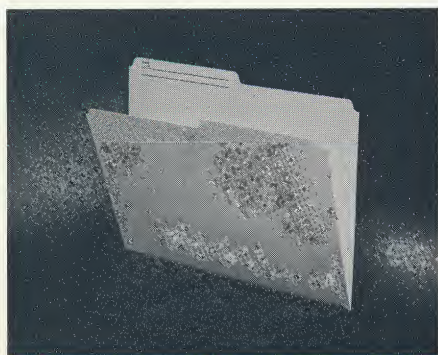
STRAIGHT CUT TABS

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single Top						
102	8	\$2.70	\$24.20	61	100	500
152	11	3.50	31.85	85	100	500
722	9½	2.70	24.20	73	100	500
752	11	2.85	26.35	85	100	500
772	14	3.90	35.35	105	100	500
MANILA Reinforced Tab						
R102	8	3.00	26.70	65	100	500
R152	11	3.80	34.40	89	100	500
R722	9½	3.00	27.35	77	100	500
R752	11	3.30	29.85	89	100	500
KRAFT Single Top						
K622	9½	2.75	24.85	69	100	500
K652	11	3.00	27.35	79	100	500
KRAFT Reinforced Tab						
RK102	8	2.70	24.65	65	100	500
RK122	9½	3.00	27.35	73	100	500
RK152	11	3.30	29.85	83	100	500

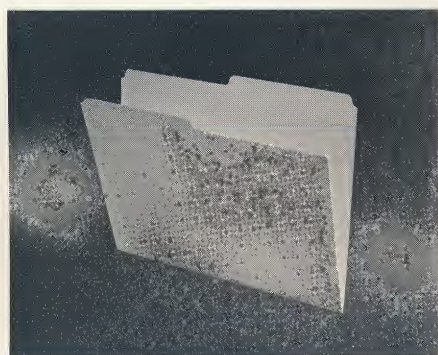
► DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

OXFORD FOLDER SIZES

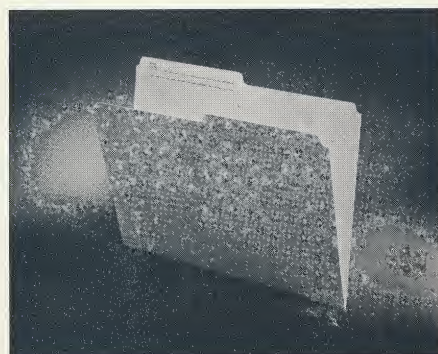




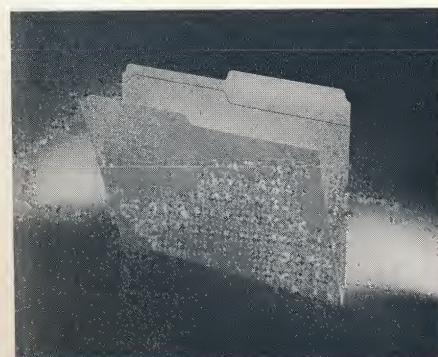
Stock No. 152½



Stock No. R152½



Stock No. K652½



Stock No. RK152½

HALF CUT TABS

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single Top — (Tabs printed Name and No.)						
102½	8	\$2.90	\$26.35	61	100	500
152½	11	3.70	34.00	85	100	500
152½-1	11	3.70	34.00	85	100	500
152½-2	11	3.70	34.00	85	100	500
722½	9½	2.80	25.50	73	100	500
752½	11	3.05	27.70	85	100	500
752½-1	11	3.05	27.70	85	100	500
752½-2	11	3.05	27.70	85	100	500
0752½*	11	3.05	27.70	85	100	500
772½	14	4.15	37.40	105	100	500
1, left tab only -2, right tab only						
MANILA Reinforced Tab — (Tabs not printed.)						
R102½†	8	3.20	28.85	65	100	500
R152½	11	4.00	36.55	89	100	500
R722½	9½	3.20	29.00	77	100	500
R752½	11	3.50	31.50	89	100	500
KRAFT Single Top — (Tabs printed Name and No.)						
K622½	9½	2.95	26.50	69	100	500
K652½	11	3.20	29.00	79	100	500
KRAFT Reinforced Tab — (Tabs not printed.)						
RK102½†	8	2.90	26.30	65	100	500
RK122½†	9½	3.20	29.00	73	100	500
RK152½	11	3.50	31.50	83	100	500
*tabs not printed						
†Tabs not Dubl-Deep, not undercut						

► DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

DETAIL OF "NAME AND NO." PRINTING

Name and No.	
NO.	NAME

Printed tabs are furnished on single top half cut, and 2/5 cut right end folders only. (For 2/5 cut folders see page C7.) Reinforced tabs are not printed. Single top folders tabbed to order from straight cut styles will be furnished with blank tabs. (For tabbed to order folders see page C9.)

THIRD CUT TABS

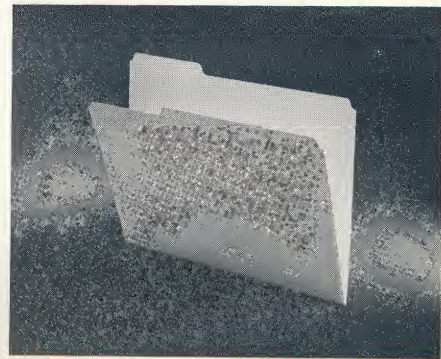
Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single Top						
152 $\frac{1}{2}$	11	\$3.70	\$34.00	85	100	500
152 $\frac{1}{2}$ -1	11	3.70	34.00	85	100	500
152 $\frac{1}{2}$ -2	11	3.70	34.00	85	100	500
152 $\frac{1}{2}$ -3	11	3.70	34.00	85	100	500
722 $\frac{1}{2}$	9 $\frac{1}{2}$	2.80	25.50	73	100	500
752 $\frac{1}{2}$	11	3.05	27.70	85	100	500
752 $\frac{1}{2}$ -1	11	3.05	27.70	85	100	500
752 $\frac{1}{2}$ -2	11	3.05	27.70	85	100	500
752 $\frac{1}{2}$ -3	11	3.05	27.70	85	100	500
772 $\frac{1}{2}$	14	4.15	37.40	105	100	500
-1, left tab only -2, center tab only -3, right tab only						
MANILA Reinforced Tab						
R102 $\frac{1}{2}$	8	3.20	28.85	65	100	500
R152 $\frac{1}{2}$	11	4.00	36.55	89	100	500
R722 $\frac{1}{2}$	9 $\frac{1}{2}$	3.20	29.00	77	100	500
R752 $\frac{1}{2}$	11	3.50	31.50	89	100	500
KRAFT Single Top						
K622 $\frac{1}{2}$	9 $\frac{1}{2}$	2.95	26.50	69	100	500
K652 $\frac{1}{2}$	11	3.20	29.00	79	100	500
KRAFT Reinforced Tab						
RK102 $\frac{1}{2}$ *	8	2.90	26.30	65	100	500
RK122 $\frac{1}{2}$	9 $\frac{1}{2}$	3.20	29.00	73	100	500
RK152 $\frac{1}{2}$	11	3.50	31.50	83	100	500
*Tabs not undercut						

▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

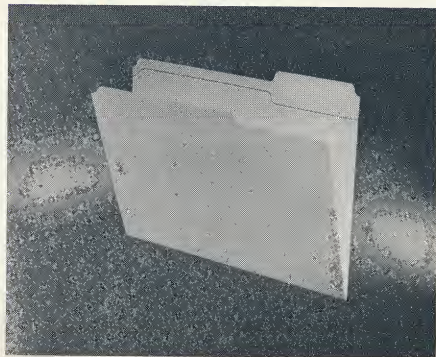
For typed headings on folders use Oxford ROL-LABELS® or Oxford DRI-LABELS®. See page C45 of this catalog for colors and stock numbers.

This heading is typed on a gummed Oxford ROL-LABEL®

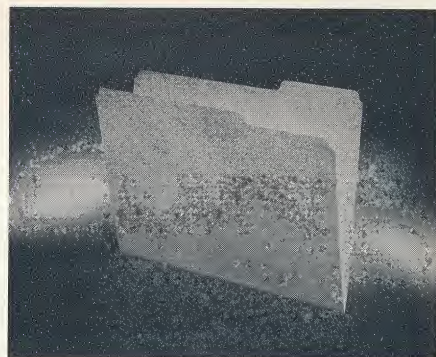
* This heading is typed on a pressure-sensitive Oxford DRI-LABEL.



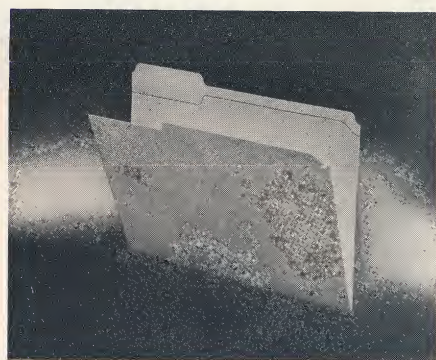
Stock No. 152 $\frac{1}{2}$



Stock No. R152 $\frac{1}{2}$



Stock No. K652 $\frac{1}{2}$



Stock No. RK152 $\frac{1}{2}$

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

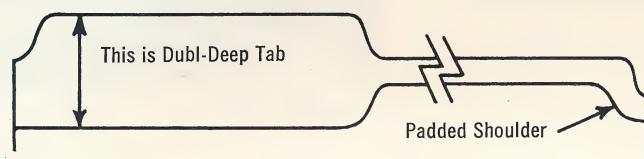
FIFTH CUT TABS

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single Top						
152 $\frac{1}{2}$ *	11	\$3.70	\$34.00	85	100	500
722 $\frac{1}{2}$ *	9 $\frac{1}{2}$	2.80	25.50	73	100	500
752 $\frac{1}{2}$ *	11	3.05	27.70	85	100	500
772 $\frac{1}{2}$	14	4.15	37.40	105	100	500
MANILA Reinforced Tab						
R102 $\frac{1}{2}$	8	3.20	28.85	65	100	500
R152 $\frac{1}{2}$	11	4.00	36.55	89	100	500
R722 $\frac{1}{2}$	9 $\frac{1}{2}$	3.20	29.00	77	100	500
R752 $\frac{1}{2}$	11	3.50	31.50	89	100	500
KRAFT Single Top						
K652 $\frac{1}{2}$	11	3.20	29.00	79	100	500
KRAFT Reinforced Tab						
RK102 $\frac{1}{2}$	8	2.90	26.30	65	100	500
RK122 $\frac{1}{2}$	9 $\frac{1}{2}$	3.20	29.00	73	100	500
RK152 $\frac{1}{2}$	11	3.50	31.50	83	100	500

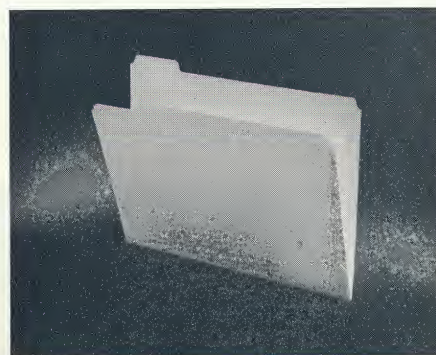
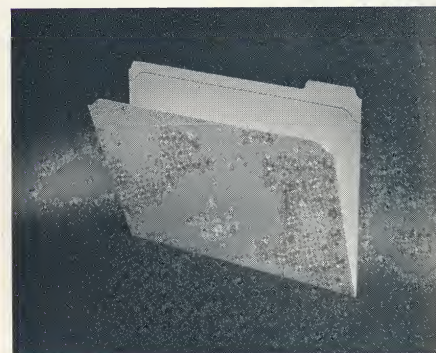
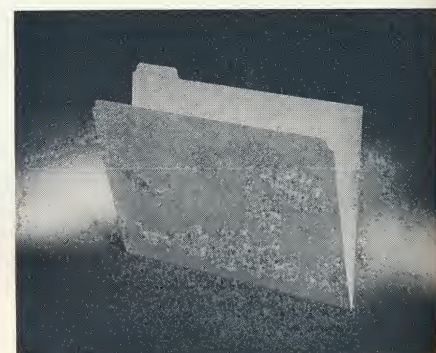
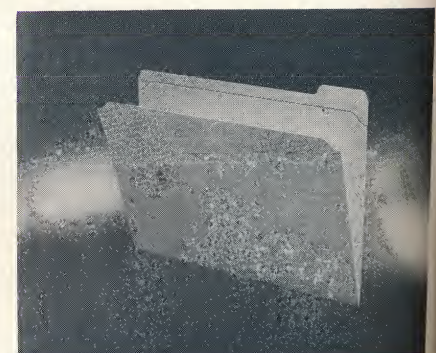
*Tabs undercut

▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

DUBL-DEEP REINFORCED TABS, PADDED SHOULDERS



OXFORD reinforced folders in popular styles are Dubl-Deep reinforced at the tab. "Padded Shoulders" at back flap corners resist dog-earing. Both exclusive features fight folding and breaking of the folder at points of greatest wear.

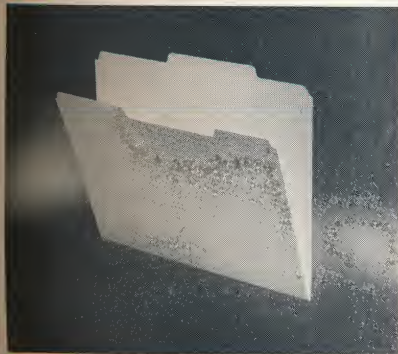
Stock No. 152 $\frac{1}{2}$ Stock No. R152 $\frac{1}{2}$ Stock No. K652 $\frac{1}{2}$ Stock No. RK152 $\frac{1}{2}$

TWO FIFTHS CUT—RIGHT CENTER

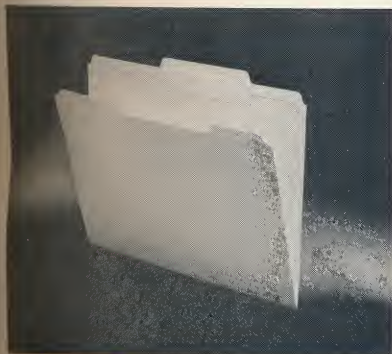
9 $\frac{1}{16}$ " high for use in Remington Rand and other systems.

TWO FIFTHS CUT—RIGHT END

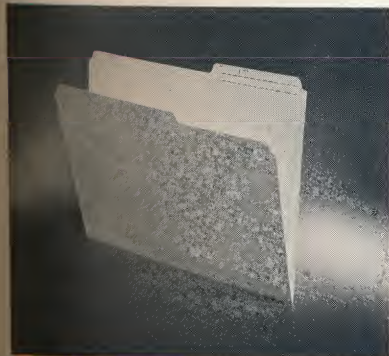
Printed tabs, 9 $\frac{1}{16}$ " high for use in Oxford Single Level Speed Index (see pages C26-29) and in Y & E Direct Name, Globe Wernicke and other systems.



Stock No. 154



Stock No. R154

Stock No. K652 $\frac{2}{5}$ **TWO FIFTHS CUT—RIGHT CENTER**

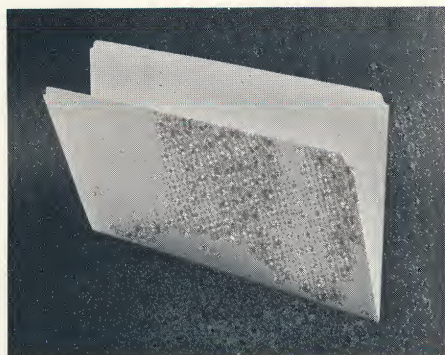
Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box Carton	
MANILA Single Top						
154	11	\$3.70	\$34.00	85	100	500
MANILA Reinforced Tab						
R104	8	3.20	28.85	65	100	500
R154	11	4.00	36.55	89	100	500
R754	11	3.50	31.50	89	100	500
KRAFT Reinforced Tab						
RK104	8	2.90	26.30	65	100	500
RK124	9½	3.20	29.00	73	100	500
RK154	11	3.50	31.50	83	100	500

TWO FIFTHS CUT—RIGHT END

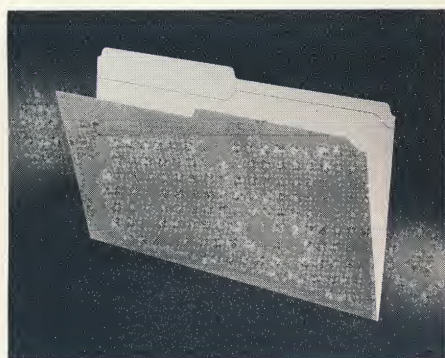
MANILA Single Top—(Tabs printed Name and No.)						
▶ 1556	11	3.70	34.00	85	100	500
752 $\frac{2}{5}$	11	3.05	27.70	85	100	500
772 $\frac{2}{5}$	14	4.15	37.40	105	100	500
MANILA Reinforced Tab						
▶ R1556	11	4.00	36.55	89	100	500
R752 $\frac{2}{5}$	11	3.50	31.50	89	100	500
KRAFT Single Top—(Tabs printed Name and No.)						
K652 $\frac{2}{5}$	11	3.20	29.00	79	100	500
KRAFT Reinforced Tab						
RK1556	11	3.50	31.50	83	100	500

for Legal Size two-fifths cut—right end see page C8

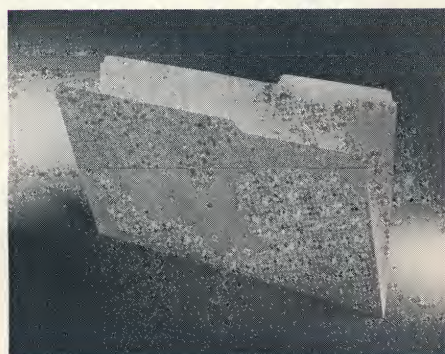
▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



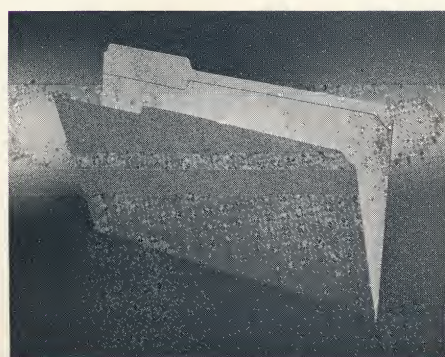
Stock No. 153



Stock No. R153 1/2



Stock No. K653 1/5



Stock No. RK153 1/5

STRAIGHT, HALF, THIRD, TWO FIFTHS CUT TABS

Stock No.	Description	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
STRAIGHT CUT							
▶ 153	Manila Single Top	11	\$4.65	\$42.00	108	100	500
753	Manila Single Top	11	3.90	35.05	108	100	500
773	Manila Single Top	14	5.10	46.30	135	100	500
▶ R153	Manila Reinforced Tab	11	4.95	45.05	112	100	500
R753	Manila Reinforced Tab	11	4.40	39.55	112	100	500
K653	Kraft Single Top	11	4.10	36.55	100	100	500
RK153	Kraft Reinforced Tab	11	4.40	39.55	105	100	500
HALF CUT							
▶ 153 1/2*	Manila Single Top	11	4.85	44.15	108	100	500
753 1/2*	Manila Single Top	11	4.00	36.40	108	100	500
773 1/2*	Manila Single Top	14	5.35	48.40	135	100	500
▶ R153 1/2	Manila Reinforced Tab	11	5.15	47.20	112	100	500
R753 1/2†	Manila Reinforced Tab	11	4.60	41.20	112	100	500
K653 1/2*	Kraft Single Top	11	4.30	38.20	100	100	500
RK153 1/2	Kraft Reinforced Tab	11	4.60	41.20	105	100	500
THIRD CUT							
▶ 153 1/3	Manila Single Top	11	4.85	44.15	108	100	500
▶ 153 1/3-1	Manila Single Top	11	4.85	44.15	108	100	500
▶ 153 1/3-2	Manila Single Top	11	4.85	44.15	108	100	500
▶ 153 1/3-3	Manila Single Top	11	4.85	44.15	108	100	500
753 1/3	Manila Single Top	11	4.00	36.40	108	100	500
773 1/3	Manila Single Top	14	5.35	48.40	135	100	500
▶ R153 1/3	Manila Reinforced Tab	11	5.15	47.20	112	100	500
R753 1/3†	Manila Reinforced Tab	11	4.60	41.20	112	100	500
K653 1/3	Kraft Single Top	11	4.30	38.20	100	100	500
RK153 1/3	Kraft Reinforced Tab	11	4.60	41.20	105	100	500
FIFTH CUT							
▶ 153 1/5	Manila Single Top	11	4.85	44.15	108	100	500
753 1/5	Manila Single Top	11	4.00	36.40	108	100	500
773 1/5†	Manila Single Top	14	5.35	48.40	135	100	500
▶ R153 1/5†	Manila Reinforced Tab	11	5.15	47.20	112	100	500
R753 1/5†	Manila Reinforced Tab	11	4.60	41.20	112	100	500
K653 1/5†	Kraft Single Top	11	4.30	38.20	100	100	500
RK153 1/5†	Kraft Reinforced Tab	11	4.60	41.20	105	100	500
TWO-FIFTHS CUT - RIGHT END							
▶ 2545*	Manila Single Top	11	4.85	44.15	108	100	500
773 1/5*	Manila Single Top	14	5.35	48.40	135	100	500

*Tabs printed Name and No.

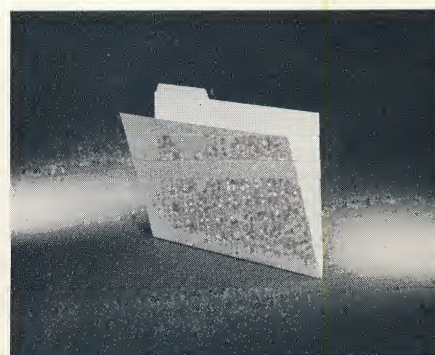
†Tabs not undercut

-1, left tab only -2, center tab only -3, right tab only.

▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

STRAIGHT, HALF, THIRD, AND FIFTH CUT TABS

Stock No.	Tab Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single top—Tabs not printed, not undercut.						
151	Str.	11	\$3.50	\$31.85	57	100 500
151½	Half	11	3.70	34.00	57	100 500
151⅓	Third	11	3.70	34.00	57	100 500
151¼	Fifth	11	3.70	34.00	57	100 500



Stock No. 151½

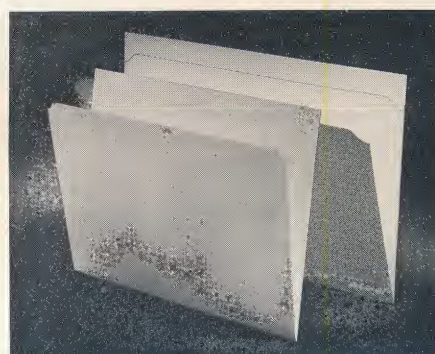
TABBED TO ORDER FOLDERS LETTER & LEGAL SIZE

GUIDE HIGH STRAIGHT CUT FOLDERS — 9½" high with tab.
For tab to order requirements.

The stock numbers listed below are incomplete without tabbing description. Folders will be furnished with blank tabs, not undercut. Reinforced tabs will not be Dubl-Deep style. Orders for these folders specifying assorted position tabbing will be questioned before manufacture. Guide high folders are properly tabbed in one position, or at most in alternating positions which do not hide guide tabs.

LETTER SIZE

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
MANILA Single Top						
X752	11	\$3.05	\$27.70	85	100	500
MANILA Reinforced Tab						
XR152	11	4.00	36.55	89	100	500
KRAFT Reinforced Tab						
XRK102	8	2.90	26.30	65	100	500
XRK152	11	3.50	31.50	83	100	500



Stock Nos. X752 & XR153

LEGAL SIZE

MANILA Single Top						
X753	11	4.00	36.40	108	100	500
MANILA Reinforced Tab						
XR153	11	5.15	47.20	112	100	500
KRAFT Reinforced Tab						
XRK153	11	4.60	41.20	105	100	500

▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

WHAT CAN BE TABBED ?

Any manila, kraft, durox or pressboard straight cut folder may be tabbed to order. Specify quantity, stock number, tab cut and tab position.

Any folder with attached tabs, such as angular celluloid or steel tabs may be tabbed in positions not listed in the catalog. Specify quantity, stock number, tab style and position.

Tabs Not Undercut When Tabbed To Order

Manila, kraft and durox folders, when tabbed to order will not carry undercut tabs. Reinforced tab folders tabbed to order will not carry Dubl-Deep reinforced tabs.

Prices For Tabbed To Order Folders

Prices for tabbed to order folders are almost always the same as nearest cataloged equivalents. Example: a No. 752 folder tabbed to order would cost the same as a No. 752½ folder. A letter size pressboard folder with No. 2 steel tab would cost the same as a No. 9105 folder. (See page C14 for Pressboard folders.)

DOZEN PACKAGE FOLDERS

TRICOLOR PACK—4 each Pink, Blue and Green letter size folders with a Binder Tab feature that lets you convert these folders into a proposal cover. (For other colored folders, see page C11).

Stock No.	Tabbed	Points	Per Doz. Price	Wgt. Per Ctn.	Packing Env./Env.	Per Ctn.
DC152½	Third	11	.69	37	12	40

DOZEN PACK—Manila folders.

LETTER SIZE						
D722	Straight	9½	.49	32	12	40
D722½*	Half	9½	.49	32	12	40
D722¾	Third	9½	.49	32	12	40
LEGAL SIZE						
D753¾	Third	11	.89	46	12	40

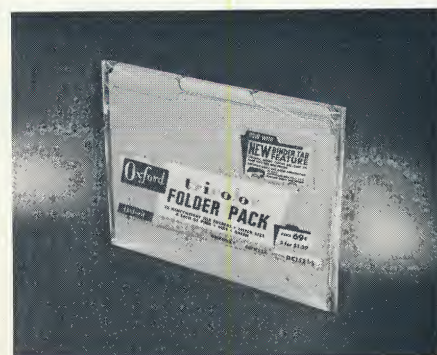
*tabs printed Name and No.

PRINTAB FOLDER SETS

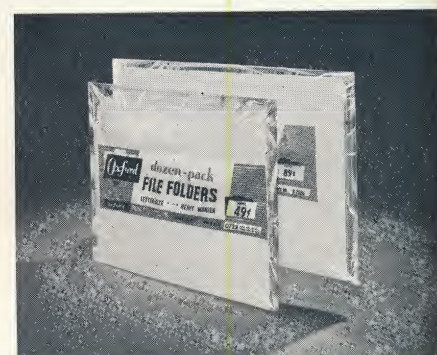
Stock No.	Size	Tabbed	Folders in set	1-11 sets per set	12 sets up per set	sets per box	Wgt. per box
25 DIVISION A-Z, 11 pt. Manila							
▶ 152-25	Letter	Fifth	25	\$1.45	\$1.25	6	12
▶ 153-25*	Legal	Fifth	25	1.70	1.55	1	3
MONTHS, Jan. to Dec., 11 pt. Blue Manila							
▶ 152-12	Letter	Third	12	1.15	1.00	6	6
DAILY, 1-31 11 pt. Salmon Manila							
▶ 152-31	Letter	Fifth	30	2.05	1.83	4	10

*Boxed sets only

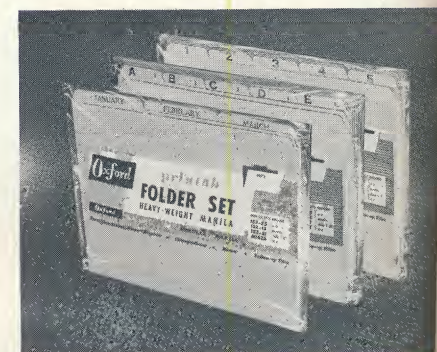
▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



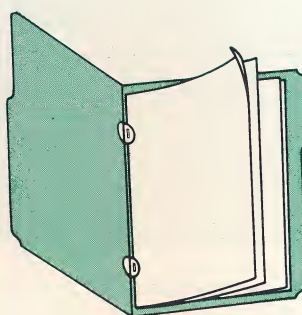
Stock No. DC152½



Stock Nos. D722, D753¾

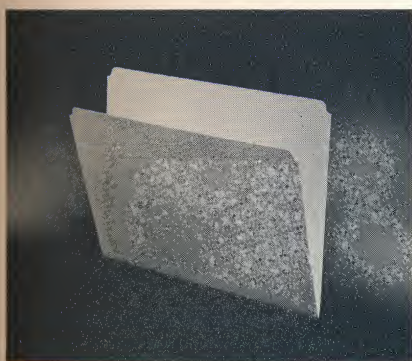


Stock Nos. 152-12, 152-25, 152-31

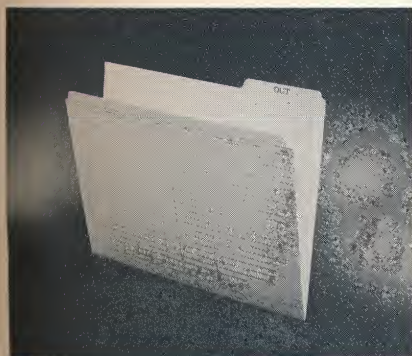


BINDER TAB FEATURE

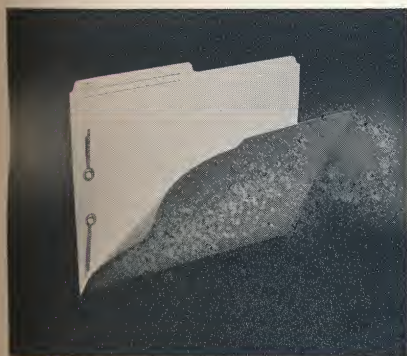
Blue, Green, and Pink folders in the Tri-Color package may be converted for use as attractive proposal covers by the simple addition of a staple driven through "binder tabs" at the bottom fold. Use Oxford Tri-Color folders for reports, presentations, school assignments, and anywhere important papers must be secured under colorful covers.



Stock No. 152 (Salmon)



Stock No. 15045



Stock No. P772 1/2

COLORED FOLDERS

Manila, letter size. Colors are Pink, Blue, Green, Salmon or Scarlet. Specify color when ordering. (See also DC152 1/3 Tri-color Folder Pack on Page C10).

Stock No.	Tabbed	Points	100-400 per C	500 up per M	Wgt. per M	Packing Box	Carton
152	Straight	11	\$5.25	\$47.45	85	100	500
152 1/2*	Half	11	5.45	49.60	85	100	500
152 1/2†	Third	11	5.45	49.60	85	100	500
152 1/2	Fifth	11	5.45	49.60	85	100	500

*Tabs not printed

†Tabs undercut

OUT FOLDER

11 point manila printed in red ink. 2/5 cut right end tab not undercut. 10" (guide) high. Letter size only.

Stock No.	Points	per doz.	per C	Wgt. per M	Packing Box	Carton
15045	11	\$1.00	\$5.50	90	100	500

BINDER FOLDER

One set of brass prongs per folder installed on 2 3/4" centers in alternating left and right hand position on back flaps. Compressors are supplied. Letter size only.

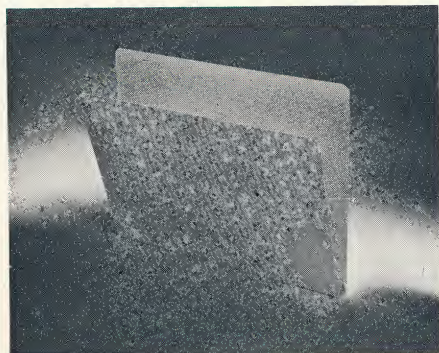
Stock No.	Tabbed	Point	50-499 per C	500 up per M	Wgt. per M	Packing Box	Carton
P772	Straight	14	\$9.60	\$91.00	120	50	250
P772 1/2*	Half	14	9.80	93.20	120	50	250

*Tabs printed Name and No.

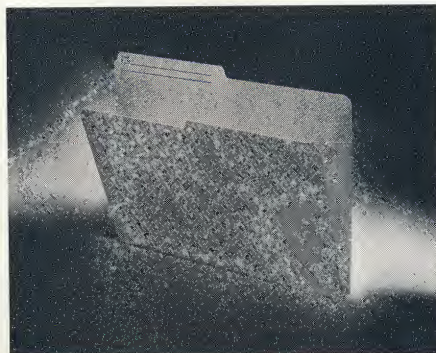
FOLDERS WITH FASTENERS

Any of the folders listed in this catalog may be furnished with fasteners in the new space-saving LESSPACE®, Acco, or Oxford Brass Prong style. Prices are easy to compute. For details, see page C42, 43

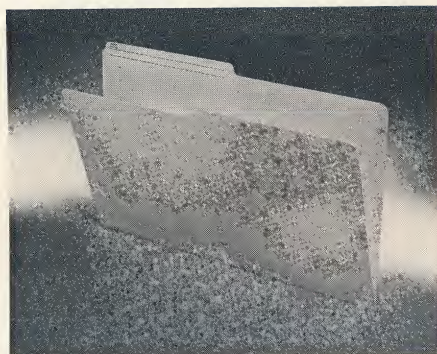
LESSPACE® is a registered trademark of the Oxford Filing Supply Co., Inc.



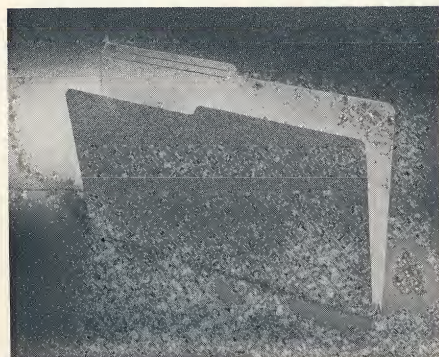
Stock No. W2152



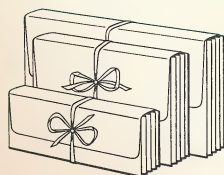
Stock No. W2152½



Stock No. 2153½



Stock No. W2153½



OTHER OXFORD RED FIBER PRODUCTS

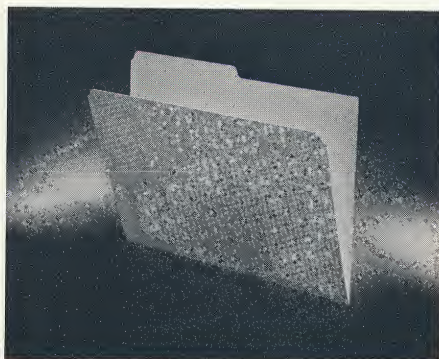
The complete line of Oxford Red Fiber products: Expanding Files, Envelopes, Pockets and Jackets can be found on pages B1-B12 of this catalog.

LETTER SIZE—11 PT. HEAVYWEIGHT

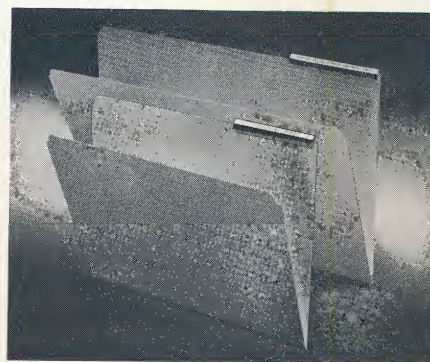
Stock No.	Tabbed	100-400 per C	500 up per M	Wgt. per M	Packing	
					Box	Carton
2152	Straight	\$4.95	\$45.10	89	100	500
2152½*	Half	5.25	47.85	89	100	500
2152⅓†	Third	5.25	47.85	89	100	500
2152¼†	Fifth	5.25	47.85	89	100	500
1" W—Expansion						
W2152	Straight	7.00	63.80	100	50	250
W2152½*	Half	7.35	66.55	100	50	250
W2152⅓†	Third	7.35	66.55	100	50	250
W2152¼†	Fifth	7.35	66.55	100	50	250

LEGAL SIZE—11 PT. HEAVYWEIGHT

2153	Straight	6.60	60.50	110	100	500
2153½*	Half	7.00	63.80	110	100	500
2153⅓†	Third	7.00	63.80	110	100	500
2153¼†	Fifth	7.00	63.80	110	100	500
1" W—Expansion						
W2153	Straight	8.70	79.20	121	50	250
W2153½*	Half	9.10	82.50	121	50	250
W2153⅓†	Third	9.10	82.50	121	50	250
W2153¼†	Fifth	9.10	82.50	121	50	250
*Tabs printed Name and No.						
†Tabs not undercut						



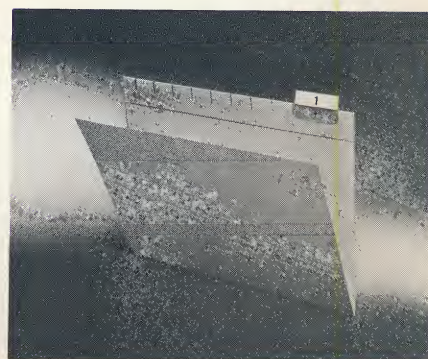
Stock No. 182 1/2



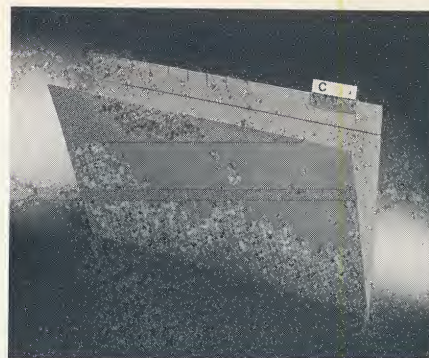
Stock Nos. AC182 1/2, AC183 1/2

LETTER SIZE

Stock No.	Tabbed	50-499 per C	500 up per M	Wgt. per M	Packing Box	Packing Carton
SELF TABBED						
182	Straight	\$8.85	\$80.50	130	50	250
182 1/2	Half	9.10	83.25	130	50	250
182 1/2*	Third	9.10	83.25	130	50	250
182 1/2	Fifth	9.10	83.25	130	50	250
ANGULAR CELL TABS—1/4" exposure angled plastic tabs for one line headings.						
AC182 1/2	Third	\$18.20	\$164.85	140	50	250
AC182 1/2	Fifth	16.00	145.00	140	50	250
AC182 1/2	Two-fifth Right end	18.20	164.85	140	50	250
PENDAFLEX® STYLE TABS						
482 1/2	Third	18.20	164.85	140	50	250
482 1/2	Fifth	16.00	145.00	140	50	250



Stock No. 482 1/2

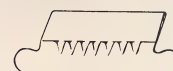


Stock No. 483 1/2

LEGAL SIZE

ANGULAR CELL TABS—1/4" exposure angled plastic tabs for one line headings.						
AC183 1/2	Third	20.15	181.95	165	50	250
AC183 1/2	Fifth	17.70	161.00	165	50	250
AC183 1/2	Two-fifth Right end	20.15	181.95	165	50	250
PENDAFLEX® STYLE TABS						
483 1/2	Third	20.15	181.95	165	50	250
483 1/2	Fifth	17.70	161.00	165	50	250

*Tabs undercut

DUROX FOLDERS WITH
PENDAFLEX® TABS

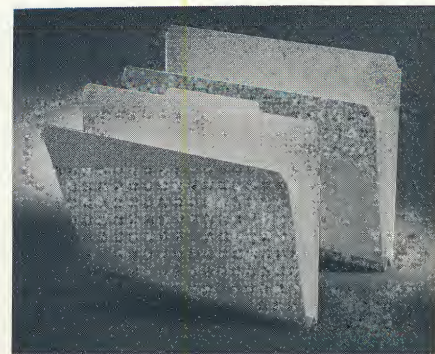
Number 482 and 483 series DUROX folders give you tab indexing where and how you want it—in any tab position to match your filing system. Just attach PENDAFLEX plastic tabs (supplied with folders) for big, visible 3 line headings 5/8" high by 2" or 3 1/2" long,—or select from a variety of printed headings such as A-Z, States, Months, 1-31. Make colored tabs too by adding #22CW or #23CW cell windows.

PENDAFLEX® is a registered trademark of the Oxford Filing Supply Co., Inc.

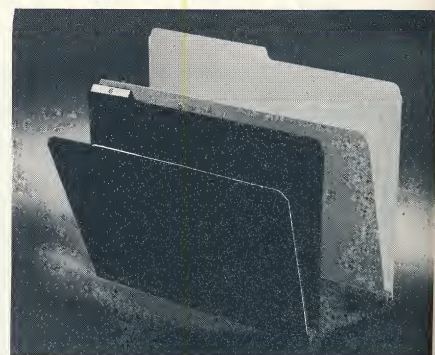
Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

LETTER SIZE — 1" LINEN "W"-EXPANSION

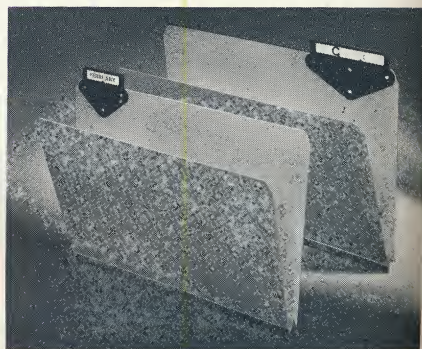
Stock No.	Tabbed	25-499 per C	500 up per M	Wgt. per M	Packing Box	Carton
SELF TABBED — 25 pt. Oxford Grade Blue Pressboard — 9½" high with tab						
9200	Straight	\$26.85	\$243.55	270	25	125
9200T½	Half	27.90	252.80	270	25	125
9200T⅓	Third	27.90	252.80	270	25	125
9200T¼	Fifth	27.90	252.80	270	25	125
9200LB	¾ Rt. center 10" high	27.90	252.80	270	25	125
STEEL TABBED* — 25 pt. Oxford Grade Blue Pressboard — 10" high with tab; blank inserts and clear windows supplied.						
9103	Third	37.50	343.65	330	25	150
9105	Fifth	35.75	325.10	330	25	150
9332†	¾ Rt. End	37.70	343.65	330	25	150
ANGULAR CELL. TAB — 25 pt. Black Fiberboard — 10" high with tab, blank inserts supplied.						
AC9200T¼	Fifth	40.70	369.60	280	25	150



Stock Nos. 9200LB, 9200



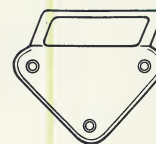
Stock Nos. AC9200T⅓, 9200T½



Stock Nos. 9105, 9103

LEGAL SIZE — 1" LINEN "W"-EXPANSION

SELF TABBED — 25 pt. Oxford Grade Blue Pressboard — 9½" high with tab.						
9300	Straight	35.25	315.25	340	25	125
9300T½	Half	36.35	324.45	340	25	125
9300T⅓	Third	36.35	324.45	340	25	125
9300T¼	Fifth	36.35	324.45	340	25	125
STEEL TABBED* — 25 pt. Oxford Grade Blue Pressboard — 10" high with tab, blank inserts and clear windows supplied.						
9503	Third	45.75	415.40	400	25	125
9505	Fifth	44.40	398.05	400	25	125
9532†	¾ Rt. End	45.75	415.40	400	25	125
ANGULAR CELL. TAB — 25 pt. Black Fiberboard — 10" high with tab, blank inserts supplied.						
AC9300T¼	Fifth	49.10	446.25	350	25	150
*Slant tabs, \$1.70 per C extra						
†Supplied with red celluloid windows						

SLANT STEEL TABS

Any of the steel tab pressboard folders shown in the catalog can be furnished with slanted tabs at slight extra charge.



Oxford file guides

general product information

FILE GUIDE STOCKS

Oxford Grade Blue Pressboard — In 25 Point

A hard, dense stock of superior rigidity and strength in Oxford's distinctive pearl blue color, made to our own specifications from virgin pulps. Oxford Grade Blue pressboard meets or exceeds Federal Specifications for Type II and is standard almost throughout the Oxford File Guide pressboard line. Make your first choice Oxford Grade.

Broadway Grade Grey Pressboard — In 25 Point

A true pearl grey color, rather than an off-shade of green, identifies Oxford's Broadway Grade pressboard, designed for durability and lower cost. Used for letter and legal size 25 division A-Z guide sets and letter size 1/5 cut blank tab pressboard File Guides only. Select Broadway Grade where a commercial grade will satisfy your requirements.

Oxford Black Fiberboard — In 25 Point

Oxford's Black Fiberboard matches Oxford Grade Blue Pressboard in bursting strength and most other characteristics. It is eminently suitable for files where active operation requires resistance to wear and smudge. Used only for angular cell tab file guides, Black Fiberboard makes tab titles quickly visible.

Oxford Manila Guide Stock — In 18 Point

A tough manila stock in a heavier weight suitable for inactive record indexing, or for temporary file guides.

TAB STYLES

Self Tabs

File guides with tabs cut from the body material are available in pressboard and manila stocks, blank or printed. All self tabs on file guides are 1/2" high.

Celluloided Tabs

A heavy, non-flammable cellulose acetate covering, bonded to fronts and backs of printed tabs, protects the tab surface from smudge and wear. Folded over construction and deep "skirts" strengthen the top edge and base of the tab, for longer tab life.

Oxceloid® Tabs

Printed tabs are double dipped in a clear plastic to coat both tab surfaces and the entire top edge of the file guide. Oxceloid reinforces, resists smudge, prevents "dog eared" corners, and is far superior to Celluloided tabs in performance and cost. Specify OXCELOID for printed tab protection.

Steel Tabs

Oxford Steel Tabs are firmly anchored for years of active service. Clam shell edges will not catch papers and window

openings are precisely shaped for easy insertion and firm label retention. Four sizes of steel tabs matched to standard indexing requirements for pull drawer cabinet or shelf filing use are available. (See page C30 for illustrations.)

Slanted Steel Tabs

Any of Oxford Steel Tab file guides may be furnished with tabs slanted. Specify stock number and "slant".

Angular Cell Tabs

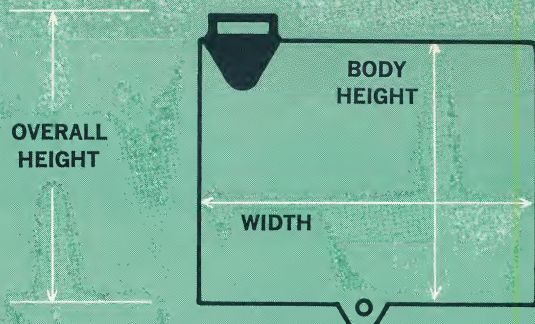
Clear, insertable cellulose acetate tabs with faces at a 45° angle for greater visibility are tightly bonded to supporting self tabs of black fiberboard. 3/8" exposure in lengths of 2" and 3 1/2" are standard tab sizes for letter and legal size file guides.

SEPARATE TAB POSITIONS

All file guides are available in tab positions not catalogued. For self tab items, add 10% to catalog prices. For attached tab items (steel tabs, angular cell tabs) no extra charges will be made.

Specify separate tab positions by cut (1/5, 1/3, 1/2) and position from the left (-1, -2, -3, -4, -5, etc.).

OXFORD FILE GUIDE SIZES



STANDARD WIDTHS	STANDARD BODY HEIGHTS	STANDARD OVERALL HEIGHTS
Letter size—11 3/4"	Letter, 9 1/2"	Includes tabs but not eyelet projections
Legal size—14 3/4"	Legal size—9 1/2"	Steel Tab
Invoice size—9 3/4"	Invoice size—7 1/2"	Letter, Legal size—10 1/2"
		Invoice size—8 1/2"
		Angular cell Tab
		Letter, Legal size—10"
		Pressboard (Self) Tab
		Letter, Legal size—10"
		Invoice size—8"

File guides without eyelet projection should be specified by overall height required.

BLANK TAB, LETTER SIZE

steel tab guides furnished with clear cell windows

Stock No.	Material	Tab	Box lots per C*	500 up per M	Wgt. per M	Packing Box	Carton
FIFTH CUT							
91-5	Oxford Pressboard	Steel, Insertable†	\$19.40	\$176.45	170	50	300
AC205	Black Fiberboard	Ang. Cell., Insertable	24.00	218.35	166	25	—
P205	Oxford Pressboard	Self	10.80	99.25	130	100	500
P905	Broadway Pressboard	Self	8.00	73.35	130	100	500
E205	18 pt. Manila	Self	4.57	42.30	71	100	500
205 (no eyelet)	18 pt. Manila	Self	3.89	34.75	68	100	—
THIRD CUT							
91-3	Oxford Pressboard	Steel, Insertable†	20.40	188.60	192	50	300
AC203	Black Fiberboard	Ang. Cell., Insertable	26.20	237.10	166	25	—
P203	Oxford Pressboard	Self	10.80	99.25	130	100	500
E203	18 pt. Manila	Self	4.57	42.30	71	100	—
203 (no eyelet)	18 pt. Manila	Self	3.89	34.75	68	100	—

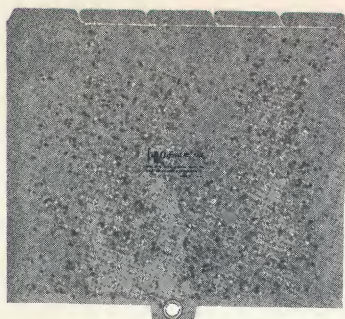
BLANK TAB, LEGAL SIZE

steel tab guides furnished with clear cell windows

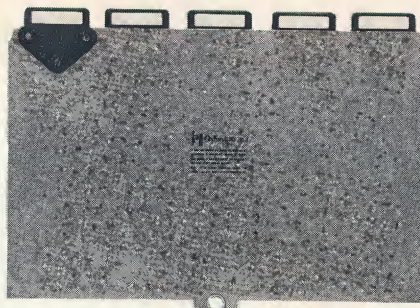
FIFTH CUT							
95-5	Oxford Pressboard	Steel, Insertable†	\$22.65	\$208.40	204	50	300
AC305	Black Fiberboard	Ang. Cell., Insertable	28.15	258.05	226	25	—
P305	Oxford Pressboard	Self	13.80	128.50	172	50	250
E305	18 pt. Manila	Self	5.80	53.90	88	100	—
THIRD CUT							
95-3	Oxford Pressboard	Steel, Insertable†	24.25	226.10	226	50	300
P303	Oxford Pressboard	Self	13.80	128.50	172	50	250
E303	18 pt. Manila	Self	5.80	53.90	88	100	—

*less than box lots add 20% to the per C rate

†Separate tab positions to order at stock prices—Slant tabs \$1.70 per C extra



Stock No. P205



Stock No. 95-5

TIPS ON SELECTING THE PROPER FILE GUIDE**What Tabbing Arrangements?**

Use visibility as your key to tabbing selection. The cataloged tabbing arrangements traditionally associated with the several standard printed title styles are acceptable in association with 9½" high folders. When using "guide high" (10" high) folders tabbed in a single position, specify file guides tabbed in positions not occupied by folder tabs.

BLANK TAB, INVOICE SIZE

steel tab guides furnished with clear cell windows

Stock No.	Material	Tab	Box lots per C*	500 up per M	Wgt. per M	Packing Box	Carton
FIFTH CUT							
79-5	Oxford Pressboard	Steel, Insertable†	\$19.40	\$176.45	128	50	300
P135	Oxford Pressboard	Self	10.80	99.25	97	100	500
E135	18 pt. Manila	Self	4.57	42.30	57	100	—
THIRD CUT							
79-3	Oxford Pressboard	Steel, Insertable†	20.40	188.55	145	50	300
P133	Oxford Pressboard	Self	10.80	99.25	97	100	500
E133	18 pt. Manila	Self	4.57	42.30	57	100	—
*less than box lots add 20% to the per C rate							
†Slant tabs, \$1.70 per c extra							

BLANK TAB, MACHINE ACCOUNTING SIZES

—furnished with clear cell windows

Stock No.	Material	Tab	Each	Per C	Wgt. per M	Packing Box	Carton
FIFTH CUT TABS (four tabs across, center position omitted)							
11 x 8½ size							
81M4	Oxford Pressboard	Steel, Insertable†	\$.32	\$ 23.65	132	50	—
12 x 12 size							
12M4	Oxford Pressboard	Steel, Insertable†	.34	28.00	226	50	—
9 x 6 size							
96M4	Oxford Pressboard	Steel, Insertable†	.24	17.40	76	50	—
†Slant tabs, \$1.70 per C extra							

TIPS ON SELECTING THE PROPER FILE GUIDE**What Blank Tab Sizes?**

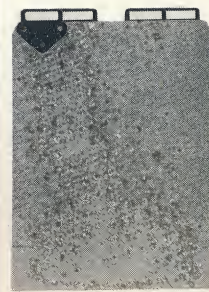
Fifth cut tabs are usually 2" long, third cut tabs 3½" long, minimum. Letter and legal size file guide tabs will carry two to three lines of typed information. A wide range of printed headings are available for insertable tab varieties. Not listed, but available from stock for immediate shipment are blank metal tab guides in separate tab positions.

Special Sizes

Any of the file guide materials and tab styles listed can be supplied promptly to order in combinations matching your special requirements.



Stock No. 12M4



Stock No. 81M4

TIPS ON SELECTING THE PROPER FILE GUIDE

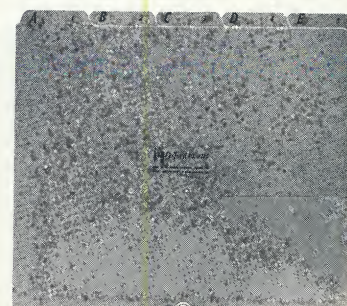
**HOW TO DETERMINE THE
CORRECT ALPHABETIC SUBDIVISION**

No. of Drawers	Index Required
1 drawer	25 Division A-Z
2 drawers	40 Division A-Z
3 or 4 drawers	80 Division A-Z
5 or 6 drawers	120 Division A-Z
7 or 8 drawers	160 Division A-Z
9 to 12 drawers	240 Division A-Z
13 to 16 drawers	320 Division A-Z
17 to 24 drawers	480 Division A-Z
25 to 36 drawers	720 Division A-Z
37 to 50 drawers	1000 Division A-Z

based on an average of 100 names per drawer,
5 names per index



Stock No. 91M25



Stock No. P225

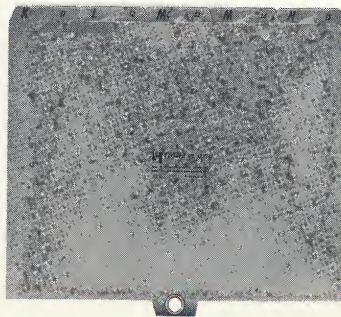
LETTER SIZE, A-Z SETS, 25-120 DIVISION insertable tab styles furnished
with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
25 DIVISION							
91M25	Oxford Pressboard	Steel, Insertable	\$ 5.45	\$ 4.99	4½	1 set	12 sets
91M25slant	Oxford Pressboard	Slant Steel, Insertable	5.85	5.37	4½	1	12
MT925	Broadway Pressboard	Steel, Insertable	4.00	3.89	4½	1	12
AC225	Black Fiberboard	Ang. Cell., Insertable	6.10	5.52	4	1	—
XP225	Oxford Pressboard	Self, Oxceloid®	3.95	3.64	4	1	12
XP925	Broadway Pressboard	Self, Oxceloid®	3.25	3.00	4	1	12
A225	Oxford Pressboard	Self, Celluloided	4.42	4.09	4	1	12
P225	Oxford Pressboard	Self, Plain	2.90	2.72	4	1	12
PN225 (noeyelet)	Oxford Pressboard	Self, Plain	2.22	2.00	3¼	1	12
P925	Broadway Pressboard	Self, Plain	1.99	1.90	4	1	12
E225	18 pt. Manila	Self, Plain	1.25	1.15	2	1	—
225 (no eyelet)	18 pt. Manila	Self, Plain	1.02	.94	2	1	—
40 DIVISION							
91M40	Oxford Pressboard	Steel, Insertable†	9.10	8.21	7	1	—
AC240	Black Fiberboard	Ang. Cell., Insertable	9.75	8.82	6	1	—
A240	Oxford Pressboard	Self, Celluloided	7.50	6.91	6	1	—
P240	Oxford Pressboard	Self, Plain	4.85	4.42	6	1	—
E240	18 pt. Manila	Self, Plain	2.65	2.49	3	1	—
80 DIVISION							
91M80	Oxford Pressboard	Steel, Insertable†	19.30	17.95	14	1	—
AC280	Black Fiberboard	Ang. Cell., Insertable	21.25	19.40	12	1	—
A280	Oxford Pressboard	Self, Celluloided	17.40	16.00	12	1	—
P280	Oxford Pressboard	Self, Plain	12.40	11.45	12	1	—
E280	18 pt. Manila	Self, Plain	6.90	6.24	6	1	—
120 DIVISION							
91M120	Oxford Pressboard	Steel, Insertable†	30.35	27.60	21	1	—
AC2120	Black Fiberboard	Ang. Cell., Insertable	32.55	29.80	23	1	—
A2120	Oxford Pressboard	Self, Celluloided	26.70	24.25	16	1	—
P2120	Oxford Pressboard	Self, Plain	19.85	18.10	16	1	—
E2120	18 pt. Manila	Self, Plain	11.05	10.20	14	1	—

†Slant tabs, \$1.70 per C extra



Stock No. XP225



Stock No. A225



Stock No. AC2320

LETTER SIZE, A-Z SETS, 160-1000 DIVISION insertable tab styles furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
160 DIVISION							
91M160	Oxford Pressboard	Steel, Insertable†	\$ 38.40	—	28	1 set	—
AC2160	Black Fiberboard	Ang. Cell., Insertable	41.20	—	24	1	—
A2160	Oxford Pressboard	Self, Celluloided	33.90	—	24	1	—
P2160	Oxford Pressboard	Self, Plain	22.70	—	24	1	—
E2160	18 pt. Manila	Self, Plain	13.60	—	12	1	—
240 DIVISION							
91M240	Oxford Pressboard	Steel, Insertable†	59.85	—	42	1	—
AC2240	Black Fiberboard	Ang. Cell., Insertable	63.70	—	36	1	—
A2240	Oxford Pressboard	Self, Celluloided	53.15	—	36	1	—
P2240	Oxford Pressboard	Self, Plain	39.60	—	36	1	—
E2240	18 pt. Manila	Self, Plain	22.75	—	18	1	—
320 DIVISION							
91M320	Oxford Pressboard	Steel, Insertable†	82.55	—	56	1	—
AC2320	Black Fiberboard	Ang. Cell., Insertable	85.50	—	48	1	—
A2320	Oxford Pressboard	Self, Celluloided	64.50	—	48	1	—
P2320	Oxford Pressboard	Self, Plain	48.15	—	48	1	—
480 DIVISION							
91M480	Oxford Pressboard	Steel, Insertable†	123.75	—	84	1	—
AC2480	Black Fiberboard	Ang. Cell., Insertable	127.90	—	72	1	—
A2480	Oxford Pressboard	Self, Celluloided	96.70	—	72	1	—
P2480	Oxford Pressboard	Self, Plain	72.25	—	72	1	—
720 DIVISION							
91M720	Oxford Pressboard	Steel, Insertable†	185.70	—	126	1	—
AC2720	Black Fiberboard	Ang. Cell., Insertable	192.50	—	108	1	—
A2720	Oxford Pressboard	Self, Celluloided	145.05	—	108	1	—
P2720	Oxford Pressboard	Self, Plain	108.40	—	108	1	—
1000 DIVISION							
91M1000	Oxford Pressboard	Steel, Insertable†	251.30	—	175	1	—
AC21000	Black Fiberboard	Ang. Cell., Insertable	267.45	—	150	1	—
A21000	Oxford Pressboard	Self, Celluloided	201.50	—	150	1	—
P21000	Oxford Pressboard	Self, Plain	165.45	—	150	1	—
†Slant tabs, \$1.70 per C extra							

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

LEGAL SIZE, A-Z SETS, 25-120 DIVISION insertable tab styles furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
25 DIVISION							
95M25	Oxford Pressboard	Steel, Insertable	\$ 6.15	\$ 5.64	5½	1 set	6 sets
95M25slant	Oxford Pressboard	Slant Steel, Insertable	6.60	6.07	5	1	—
MT1025	Broadway Pressboard	Steel, Insertable	4.95	4.75	5	1	—
AC325	Black Fiberboard	Ang. Cell., Insertable	7.00	6.46	4½	1	—
XP325	Oxford Pressboard	Self, Oxceloid®	5.10	4.69	5	1	—
XP1025	Broadway Pressboard	Self, Oxceloid®	4.70	4.29	5	1	—
A325	Oxford Pressboard	Self, Celluloided	5.09	4.75	4½	1	—
P325	Oxford Pressboard	Self, Plain	3.90	3.59	4½	1	—
P1025	Broadway Pressboard	Self, Plain	2.80	2.72	4½	1	—
E325	18 pt. Manila	Self, Plain	1.80	1.58	2	1	—
40 DIVISION							
95M40	Oxford Pressboard	Steel, Insertable†	10.45	9.66	8	1	—
AC340	Black Fiberboard	Ang. Sell., Insertable	11.30	10.30	6½	1	—
A340	Oxford Pressboard	Self, Celluloided	9.15	8.29	6½	1	—
P340	Oxford Pressboard	Self, Plain	6.90	6.19	6½	1	—
80 DIVISION							
95M80	Oxford Pressboard	Steel, Insertable†	22.65	20.80	17	1	—
AC380	Black Fiberboard	Ang. Cell., Insertable	25.10	22.90	14	1	—
A380	Oxford Pressboard	Self, Celluloided	20.30	18.55	14	1	—
P380	Oxford Pressboard	Self, Plain	15.75	14.35	14	1	—
120 DIVISION							
95M120	Oxford Pressboard	Steel, Insertable†	35.00	31.90	25	1	—
AC3120	Black Fiberboard	Ang. Cell., Insertable	36.95	33.80	22	1	—
A3120	Oxford Pressboard	Self, Celluloided	31.45	28.70	22	1	—
P3120	Oxford Pressboard	Self, Plain	24.20	22.05	22	1	—
†Slant tabs, \$1.70 per C extra							



Stock No. 95M240



Stock No. A325

LEGAL SIZE, A-Z SETS, 160-1000 DIVISION *insertable tab styles furnished with green cell windows*

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
160 DIVISION							
95M160	Oxford Pressboard	Steel, Insertable†	\$ 44.35	—	33	1 set	—
AC3160	Black Fiberboard	Ang. Cell., Insertable	47.15	—	29	1	—
A3160	Oxford Pressboard	Self, Celluloided	39.85	—	29	1	—
P3160	Oxford Pressboard	Self, Plain	30.80	—	29	1	—
240 DIVISION							
95M240	Oxford Pressboard	Steel, Insertable†	68.75	—	50	1	—
AC3240	Black Fiberboard	Ang. Cell., Insertable	72.90	—	44	1	—
A3240	Oxford Pressboard	Self, Celluloided	61.95	—	44	1	—
P3240	Oxford Pressboard	Self, Plain	48.60	—	44	1	—
320 DIVISION							
95M320	Oxford Pressboard	Steel, Insertable†	91.05	—	67	1	—
AC3320	Black Fiberboard	Ang. Cell., Insertable	95.65	—	59	1	—
480 DIVISION							
95M480	Oxford Pressboard	Steel Insertable†	129.75	—	99	1	—
AC3480	Black Fiberboard	Ang. Cell., Insertable	146.70	—	87	1	—
720 DIVISION							
95M720	Oxford Pressboard	Steel Insertable†	194.70	—	148	1	—
AC3720	Black Fiberboard	Ang. Cell., Insertable	205.80	—	126	1	—
1000 DIVISION							
95M1000	Oxford Pressboard	Steel Insertable†	259.50	—	205	1	—
AC31000	Black Fiberboard	Ang. Cell., Insertable	277.90	—	180	1	—
†Slant tabs, \$1.70 per C extra							



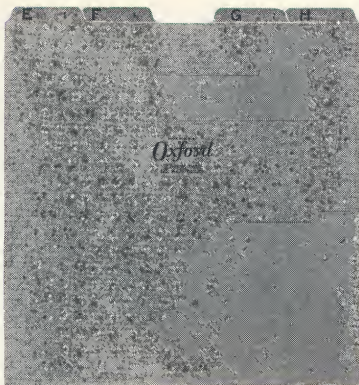
Stock No. AC325

TIPS ON SELECTING THE PROPER FILE GUIDE***What Material?***

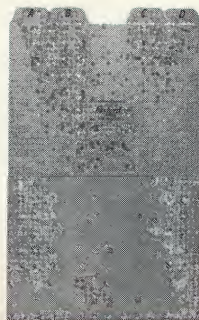
Very active files require pressboard file guides. Steel tab varieties should be used for larger files where indexing for current records is retained through several transfer periods, and index titles may need revision. Revert to pressboard tabs with OXCELOID® or celluloid protection for lower cost, and for smaller groups of records where indexing changes are less frequent. Use manila file guides for temporary and/or inactive filing.

INVOICE SIZE, A-Z SETS, 25-80 DIVISIONinsertable tab guides furnished
with green cell windows

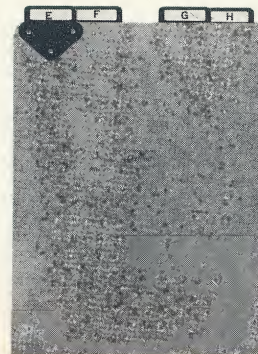
Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
25 DIVISION							
79M25	Oxford Pressboard	Steel, Insertable†	\$ 5.50	\$ 4.99	3	1 set	—
A125	Oxford Pressboard	Self, Celluloided	4.77	4.40	2¾	1	—
P125	Oxford Pressboard	Self, Plain	2.90	2.72	2¾	1	—
E125	18 pt. Manila	Self, Plain	1.25	1.15	1½	1	—
40 DIVISION							
79M40	Oxford Pressboard	Steel, Insertable†	9.10	8.20	5	1	—
A140	Oxford Pressboard	Self, Celluloided	7.50	6.90	4	1	—
P140	Oxford Pressboard	Self, Plain	4.85	4.42	4	1	—
E140	18 pt. Manila	Self, Plain	2.65	2.49	2	1	—
80 DIVISION							
79M80	Oxford Pressboard	Steel, Insertable†	19.35	17.95	11	1	—
A180	Oxford Pressboard	Self, Celluloided	17.40	16.00	9	1	—
P180	Oxford Pressboard	Self, Plain	12.45	11.45	9	1	—
E180	18 pt. Manila	Self, Plain	6.90	6.24	5	1	—
†Slant tabs, \$1.70 per C extra							



Stock No. P425



Stock No. P9625



Stock No. 81M25

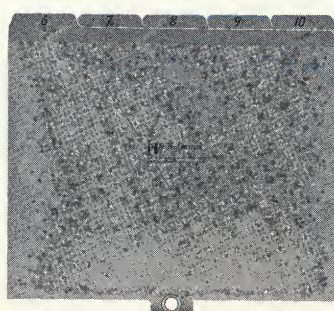
MACHINE ACCOUNTING, A-Z SETS, 25 DIVISION ONLYinsertable tab guides furnished
with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
FIFTH CUT (four tabs across, center position omitted) 11 x 8½ size							
81M25	Oxford Pressboard	Steel Insertable†	\$7.00	\$6.40	3	1 set	—
P8125	Oxford Pressboard	Self, Plain	3.73	3.34	2½	1	—
12 x 12 size							
12M25	Oxford Pressboard	Steel Insertable†	7.95	7.20	5	1	—
P425	Oxford Pressboard	Self, Plain	4.77	4.40	4½	1	—
9 x 6 size							
P9625	Oxford Pressboard	Self, Plain	2.45	2.20	2	1	—
†Slant tabs, \$1.70 per C extra							

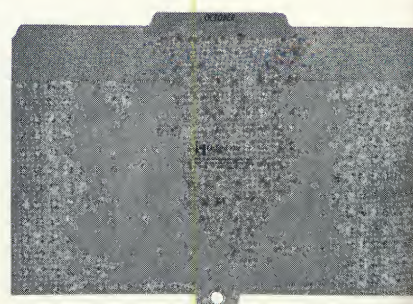
The Oxford subdivisions below illustrate the clarity and simplicity of Oxford Single-Title headings.

40 Div. A-Z	80 div. A-Z			120 div. A-Z			160 div. A-Z (Larger divisions available up to 10,000 div. A-Z)			
A 1	A 1	L 41		A 1	Gr 41	Pe 81	A 1	E 41	L 81	Ron 121
B 2	An 2	Le 42		Al 2	H 42	Pi 82	Ah 2	Eg 42	Lar 82	Rot 122
Bi 3	B 3	Li 43		An 3	Han 43	Pl 83	Am 3	El 43	Le 83	Ru 123
Br 4	Be 4	Lo 44		As 4	Has 44	Pr 84	An 4	Er 44	Len 84	S 124
C 5	Bi 5	M 45		B 5	He 45	Pu 85	Ar 5	F 45	Li 85	Sam 125
Ch 6	Bo 6	Map 46		Bar 6	Hen 46	Q 86	At 6	Fi 46	Lo 86	Sch 126
Co 7	Br 7	McA 47		Bas 7	Hi 47	R 87	B 7	Fl 47	Lu 87	Scho 127
D 8	Bro 8	McH 48		Be 8	Ho 48	Re 88	Bal 8	Fo 48	M 88	Sci 128
Do 9	Bu 9	McN 49		Ber 9	Hon 49	Ri 89	Bar 9	Fr 49	Mad 89	Se 129
E 10	C 10	Me 50		Bl 10	Hu 50	Ro 90	Bas 10	Fu 50	Mar 90	Sh 130
F 11	Ce 11	Mi 51		Bo 11	I 51	Rog 91	Be 11	G 51	Mas 91	Shi 131
Fl 12	Co 12	Mo 52		Br 12	J 52	Ru 92	Ber 12	Ge 52	McA 92	Si 132
G 13	Coo 13	N 53		Bre 13	Jo 53	S 93	Bi 13	Gi 53	McD 93	Sm 133
Gl 14	Cr 14	O 54		Bro 14	K 54	Sch 94	Bl 14	Go 54	McG 94	Smi 134
H 15	D 15	P 55		Bu 15	Ke 55	Scho 95	Bo 15	Gr 55	McN 95	Sn 135
He 16	De 16	Pl 56		C 16	Ki 56	Se 96	Bop 16	Gri 56	Me 96	Sp 136
Ho 17	Do 17	Q 57		Car 17	Kl 57	Sh 97	Br 17	Gu 57	Mes 97	St 137
I-J 18	Dr 18	R 58		Ce 18	Kr 58	Shi 98	Bre 18	H 58	Mi 98	Ste 138
K 19	E 19	Re 59		Ci 19	L 59	Si 99	Bro 19	Ham 59	Mim 99	Sti 139
Ki 20	En 20	Ro 60		Co 20	Lar 60	Sm 100	Brow 20	Har 60	Mo 100	Su 140
L 21	F 21	S 61		Com 21	Le 61	Sn 101	Bu 21	Has 61	Mu 101	T 141
Li 22	Fi 22	Sch 62		Cop 22	Len 62	Sp 102	C 22	He 62	N 102	Th 142
M 23	Fo 23	Se 63		Cr 23	Li 63	St 103	Can 23	Hen 63	Ne 103	Ti 143
Mc 24	G 24	Sh 64		Cu 24	Lo 64	Sti 104	Cas 24	Hi 64	Ni 104	To 144
Me 25	Ge 25	Si 65		D 25	M 65	Su 105	Ce 25	Ho 65	Nu 105	Tr 145
Mo 26	Gi 26	Sm 66		De 26	Map 66	T 106	Ci 26	Hom 66	O 106	U 146
N-O 27	Gr 27	St 67		Di 27	McA 67	Th 107	Cl 27	Hor 67	On 107	V 147
P 28	H 28	Sti 68		Do 28	McD 68	Tr 108	Co 28	Hu 68	P 108	W 148
Pi-Q 29	Har 29	Su 69		Du 29	McH 69	U 109	Col 29	Hy 69	Pe 109	Wam 149
R 30	Has 30	T 70		E 30	McN 70	V 110	Con 30	I 70	Pf 110	We 150
Ro 31	He 31	To 71		El 31	Me 71	W 111	Cop 31	J 71	Pi 111	Wel 151
S 32	Her 32	U 72		Er 32	Mi 72	Wam 112	Cr 32	Jo 72	Pl 112	Wh 152
Se 33	Hi 33	V 73		F 33	Mo 73	We 113	Cu 33	Jon 73	Po 113	Wi 153
Sm 34	Ho 34	W 74		Fi 34	Mu 74	Wh 114	D 34	K 74	Pr 114	Wil 154
St 35	Hu 35	We 75		Fo 35	N 75	Wi 115	Dav 35	Ke 75	Pu 115	Wim 155
T 36	I 36	Wh 76		Fr 36	Ne 76	Wil 116	De 36	Kem 76	Q 116	Wo 156
U-V 37	J 37	Wi 77		G 37	No 77	Wim 117	Di 37	Ki 77	R 117	Woo 157
W 38	K 38	Wo 78		Ge 38	O 78	Wo 118	Do 38	Kl 78	Re 118	Wr 158
Wh 39	Ki 39	X-Y 79		Gi 39	On 79	X-Y 119	Dos 39	Ko 79	Ri 119	X-Y 159
X-Y-Z 40	Kr 40	Z 80		Go 40	P 80	Z 120	Du 40	Kr 80	Ro 120	Z 160

NOTE: Number on alphabetic heading appears only on file guides, not card guides



Stock No. XP231



Stock No. A312

DAILY (1-31) SETS — insertable tab styles furnished with yellow cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
LETTER SIZE							
91M31	Oxford Pressboard	Steel, Insertable†	\$7.45	\$6.77	5	1 set	—
AC231	Black Fiberboard	Ang. Cell., Insertable	7.90	7.19	4½	1	—
XP231	Oxford Pressboard	Self, Oxceloid®	5.20	4.86	4½	1	—
A231	Oxford Pressboard	Self, Celluloided	6.25	5.67	4½	1	—
P231	Oxford Pressboard	Self, Plain	4.10	3.75	4½	1	—
E231	18 pt. Manila	Self, Plain	1.95	1.77	2½	1	—
LEGAL SIZE							
95M31	Oxford Pressboard	Steel, Insertable†	8.30	7.57	6½	1	—
A331	Oxford Pressboard	Self, Celluloided	7.20	6.52	6	1	—
P331	Oxford Pressboard	Self, Plain	5.95	5.41	6	1	—
INVOICE SIZE							
79M31	Oxford Pressboard	Steel, Insertable†	7.45	6.77	4	1	—
A131	Oxford Pressboard	Self, Celluloided	6.25	5.67	3	1	—
P131	Oxford Pressboard	Self, Plain	4.10	3.75	3	1	—

MONTHLY (JAN.-DEC.) SETS — insertable tab styles furnished with blue cell windows

LETTER SIZE							
91M12	Oxford Pressboard	Steel, Insertable†	3.45	3.09	2½	1	—
AC212	Black Fiberboard	Ang. Cell., Insertable	3.50	3.17	2	1	—
XP212	Oxford Pressboard	Self, Oxceloid®	2.45	2.25	2	2	—
A212	Oxford Pressboard	Self, Celluloided	2.95	2.65	2	2	—
P212	Oxford Pressboard	Self, Plain	2.10	1.89	2	2	—
E212	18 pt. Manila	Self, Plain	1.05	.99	1	2	—
LEGAL SIZE							
95M12	Oxford Pressboard	Steel, Insertable†	3.80	3.47	3½	1	—
A312	Oxford Pressboard	Self, Celluloided	3.55	3.25	3	2	—
P312	Oxford Pressboard	Self, Plain	2.50	2.32	3	2	—
INVOICE SIZE							
79M12	Oxford Pressboard	Steel, Insertable†	3.45	3.09	2	1	—
A112	Oxford Pressboard	Self, Celluloided	2.95	2.65	1¼	2	—
P112	Oxford Pressboard	Self, Plain	2.10	1.89	1¼	2	—

†Slant tabs, \$1.70 per C extra



Stock No. AC250



Stock No. 91M50

STATE GUIDE SETS — insertable tab styles furnished with red cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box	Carton
LETTER SIZE							
91M50	Oxford Pressboard	Steel, Insertable†	\$14.00	\$12.75	10	1 set	—
AC250	Black Fiberboard	Ang. Cell., Insertable	14.35	13.15	7½	1	—
A250	Oxford Pressboard	Self, Celluloided	12.70	11.60	7½	1	—
P250	Oxford Pressboard	Self, Plain	8.80	8.01	7½	1	—
E250	18 pt. Manila	Self, Plain	5.05	4.57	4½	1	—
LEGAL SIZE							
95M50	Oxford Pressboard	Steel, Insertable†	16.35	14.85	11½	1	—
A350	Oxford Pressboard	Self, Celluloided	13.80	12.60	9	1	—
P350	Oxford Pressboard	Self, Plain	10.70	9.77	9	1	—
INVOICE SIZE							
79M50	Oxford Pressboard	Steel, Insertable†	14.00	12.75	7	1	—
A150	Oxford Pressboard	Self, Celluloided	12.70	11.60	5	1	—
P150	Oxford Pressboard	Self, Plain	8.80	8.01	5	1	—
†Slant tabs, \$1.70 per C extra							

TIPS ON SELECTING THE PROPER FILE GUIDE

FILE GUIDES FOR "COMPACTED" CABINETS

File guides for use in "compacted" file cabinets (where clear inside drawer heights are 9½", or 9⅞" and drawer bottoms do not provide for eyelet projections on guides) can be furnished by cutting down cataloged items to the proper body height.

Specify stock number, required overall height (including tab) and "no eyelet". (Example: 1 set MT2125 cut to 9½" overall, no eyelet.)

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

Correspondence filing is easier and faster in files equipped with a Speed Index System.

Available in two styles: Single-Level and Double-Level. Both styles employ common sense principals; and guides and tabs are arranged for easy, natural scanning.

SINGLE LEVEL

Guide and folder tabs are the same height, and individual name folders are all tabbed in one position at the right. Miscellaneous folders are tabbed in the center position.

DOUBLE LEVEL

Individual name folders are standard folder height and tabbed in two positions at the right. Miscellaneous folders are tabbed in the extreme left position.

In both styles the main index 1/5 cut guides are tabbed in the first two positions at the left. Both systems have their advantages and either can be installed simply by ordering:

1. A set of main index guides in the correct alphabetical subdivision.
2. The corresponding set of miscellaneous folders.
3. A quantity of individual name folders plus..
4. ...Special name heading supplies and supplementary system supplies as may be required for the most efficient operation of the system.

HOW TO DETERMINE THE CORRECT ALPHABETIC SUBDIVISION

No. of Drawers	Index Required
1 drawer	25 Division A-Z
2 drawers	40 Division A-Z
3 or 4 drawers	80 Division A-Z
5 or 6 drawers	120 Division A-Z
7 or 8 drawers	160 Division A-Z
9 to 12 drawers	240 Division A-Z
13 to 16 drawers	320 Division A-Z
17 to 24 drawers	480 Division A-Z
25 to 36 drawers	720 Division A-Z
37 to 50 drawers	1000 Division A-Z

based on an average of 100 names per drawer, 5 names per index

Single Level Speed Index System



Double Level Speed Index System

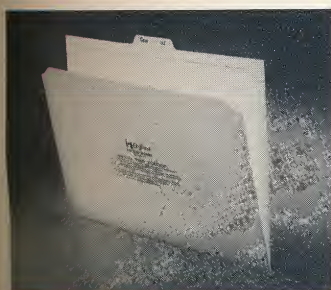


MAIN INDEX GUIDES PLAIN PRESSBOARD, letter size

In both Single Level and Double Level Systems, the main index guides are tabbed in first two positions at the left.



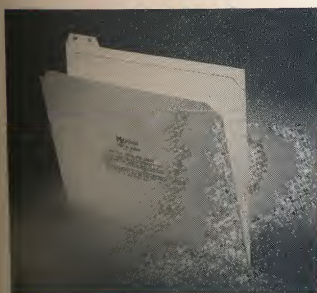
P21480 Main Index Guides



M17480 Miscellaneous Folder Set for Single Level Systems



M21480 Main Index Guide



M16480 Miscellaneous Folder Set for Double Level Systems

Stock No.	A-Z Div.	1-11 sets per set	12 sets up per set	Wgt. per set	Packing; boxes per set
P2125	25	\$ 3.10	\$ 2.91	4 lbs.	1
P2140	40	4.90	4.42	6	1
P2180	80	12.40	11.45	12	1

Tabs celluloided at \$5.25 per C extra

STEEL TAB PRESSBOARD—furnished with green cell windows**LETTER SIZE**

MT2125	25	\$ 5.50	\$ 5.15	4½ lbs.	1
MT2140	40	8.90	8.21	7	1
MT2180	80	19.30	17.95	14	1
MT21120	120	30.35	27.60	21	1
MT21160	160	38.40	—	—	2
MT21240	240	59.90	—	—	3
MT21320	320	79.40	—	—	4
MT21480	480	119.65	—	—	6
MT21720	720	179.20	—	—	9
MT211000	1000	249.25	—	—	13

LEGAL SIZE

MT3125	25	\$ 6.75	\$ 6.20	5½ lbs.	1
MT3140	40	10.60	9.66	8	1
MT3180	80	22.65	20.80	17	1

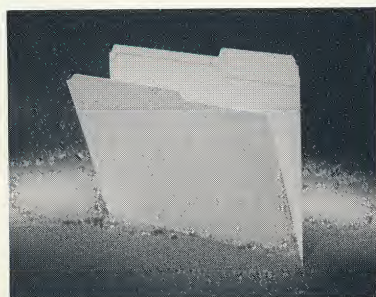
For larger Speed Index sets; prices on application.

MISCELLANEOUS FOLDER SETS—with reinforced tabs

Single Level sets are tabbed center position of fifth cut, 9¼" high overall. Double Level sets are tabbed first position of fifth cut, 9½" high overall.

Stock No.		1-11 sets	12 sets up	Wgt.	Packing;
Single Level	Double Level	per set	per set	per set	boxes per set
LETTER SIZE — 11 pt. salmon folder stock					
M1725	M1625	\$ 1.60	\$1.46	2¼ lbs.	1
M1740	M1640	2.80	2.49	3¼	1
M1780	M1680	5.55	4.97	7	1
M17120	M16120	9.00	—	11	1
M17160	M16160	12.05	—	14	2
M17240	M16240	20.35	—	21	3
M17320	M16320	27.20	—	29	4
M17480	M16480	40.70	—	45	5
M17720	M16720	60.95	—	—	9
M171000	M161000	91.10	—	—	10
LEGAL SIZE — 11 pt. manila					
M2725	M2625	1.90	1.62	2¾	1
M2740	M2640	3.15	2.87	4¼	1
M2780	M2680	6.25	5.67	9	1

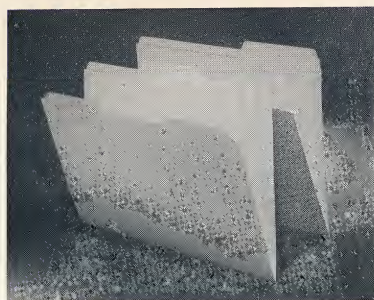
For larger Speed Index sets; prices on application.



R1556 Individual Name Folder for Single Level Systems



91-3-3 Special Name Guide



R152-1/3-2, R152-1/3-3 Individual Name Folders for Double Level Systems



91-5-3 Special Heading Guide

For the latest developments in filing systems, write for Oxford's manual "43 New Ways to File", a beautifully illustrated, fact filled book describing the many new filing concepts available with Pendaflex® hanging folders.

For prices and descriptions of Pendaflex products see pages E1, E8 of this catalog.

INDIVIDUAL NAME FOLDERS, SINGLE LEVEL

Single Level Speed Index Folders are tabbed 2/5 cut right end position, 9 1/16" high over all.

Stock No.	Pts. Thick	Description	100-400 per C	500 up per M	per M Wgt.	Packing Box	Carton
LETTER SIZE							
▶ 1556	11	Manila, Single Top	\$3.70	\$34.00	85	100	500
752 1/2	11	Manila, Single Top	3.05	27.70	85	100	500
772 1/2	14	Manila, Single Top	4.15	37.40	105	100	500
K652 1/2	11	Kraft, Single Top	3.20	29.00	79	100	500
R752 1/2	11	Manila, Double Top*	3.50	31.50	89	100	500
▶ R1556	11	Manila, Double Top*	4.00	36.55	89	100	500
RK1556	11	Kraft, Double Top*	3.50	31.50	83	100	500

LEGAL SIZE

▶ 2545	11	Manila, Single Top	4.85	44.15	108	100	500
773 1/2	14	Manila, Single Top	5.35	48.40	135	100	500

*Tabs not printed.

INDIVIDUAL NAME FOLDERS, DOUBLE LEVEL

Double Level Speed Index Folders are tabbed second and third position of 1/3 cut, 9 1/2" high overall. Tabs are not printed.

LETTER SIZE							
▶ 152 1/2-2	11	Manila, Single Top	3.70	34.00	85	100	500
▶ 152 1/2-3	11	Manila, Single Top	3.70	34.00	85	100	500
752 1/2-2	11	Manila, Single Top	3.05	27.70	85	100	500
752 1/2-3	11	Manila, Single Top	3.05	27.70	85	100	500
▶ R152 1/2-2	11	Manila, Double Top	4.00	36.55	89	100	500
▶ R152 1/2-3	11	Manila, Double Top	4.00	36.55	89	100	500
RK152 1/2-2	11	Kraft, Double Top	3.50	31.50	83	100	500
RK152 1/2-3	11	Kraft, Double Top	3.50	31.50	83	100	500

LEGAL SIZE

▶ 153 1/2-2	11	Manila, Single Top	4.85	44.15	108	100	500
▶ 153 1/2-3	11	Manila, Single Top	4.85	44.15	108	100	500

SPECIAL NAME GUIDES

Steel tab 25 pt. Oxford Grade blue pressboard with 3 3/4" tab in third position of 1/3 cut, with blank inserts supplied. Use No. 23CW amber cell windows.

Stock No.	50-499 per C	500 up per M	Wgt. per M	Packing per box
LETTER SIZE				
91-3-3	\$20.40	\$188.60	192	50
LEGAL SIZE				
95-3-3	24.25	226.10	226	50
23CW Amber Windows .75 per C				

SPECIAL HEADING GUIDES

Steel tab 25 pt. Oxford Grade blue pressboard with 2 1/4" tab in center position of 1/5 cut, with blank inserts supplied. Use No. 22CW amber cell windows.

LETTER SIZE				
91-5-3	19.40	176.45	170	50
LEGAL SIZE				
95-5-3	22.65	208.40	204	50
22CW Amber Windows .60 per C				

▶ DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER

BULK CORRESPONDENCE FOLDERS

Steel tab 25 pt. Oxford Grade blue pressboard with 3¼" tab in third position of 1/3 cut. Supplied with No. 23CW red cell windows and blank inserts.

Stock No.	25-499 per C	500 up per M	Wgt. per M	Packing box	carton
LETTER SIZE					
9332	\$37.70	\$343.65	330	25	150
LEGAL SIZE					
9532	45.75	415.40	400	25	125

DATE PERIOD FOLDER SETS, letter size only

9½" high overall, 11 pt. manila with reinforced tabs. Tabbed in alternate 3/5 cut center position and 3/5 cut right end position. Tab is 6" wide, with 5" space for name heading.

Stock No.	Folders to year	1-11 per set	12 sets up per set	Wgt. per M	Packing Sets per box
R152M2	2	\$.25	\$.21	85	36
R152M4	4	.32	.28	85	18
R152M6	6	.44	.37	85	12
R152M12	12	.83	.74	85	6

CROSS REFERENCE SHEETS

16 lb. blue bond paper, size 11 x 8½. Put up in pads of 100 sheets.

Stock No.	per pad	5 pads each
CR-1	\$1.20	\$1.07

SUBSTITUTION CARD

For use as a proxy for papers within a folder. 9⅞" high over all, and marked for cutting to 9¾" high. Made of 11 point salmon bristol, printed two sides.

Stock No.	Size high wide	100-499 per C	500 up per M	Wgt. per M	Packing per box
40301	9⅞ x 6	\$2.90	\$24.45	20	100

OUT GUIDE 11 pt. salmon bristol, printed in black ink two sides. 9⅞" high over all. For use as a proxy for a folder.

Stock No.	Size	per C	per M	Packing Box Carton	
LETTER SIZE					
2051	9 ⁷ / ₈ x 11 ³ / ₄	\$6.75	\$60.35	100	1M
LEGAL SIZE					
3051	9 ⁷ / ₈ x 14 ³ / ₄	9.35	83.95	100	—

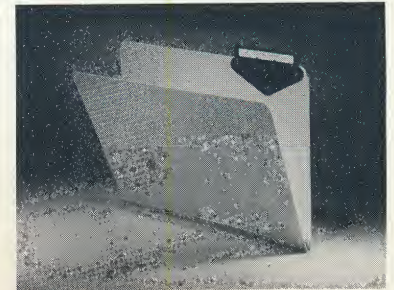
OUT GUIDE 25 pt. Oxford Grade blue pressboard with celluloid tab, and pocket for 3 x 5 out card. For use as a proxy for a folder.

Stock No.	Size	Each	per C	Wgt. per M	Packing per box
2050	9⅞ x 11¾	\$.30	\$24.25	140	50

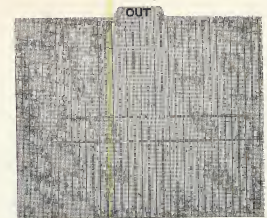
OUT CARD for use with No. 2050 Out Guide

Stock No.	Size	per C	per M	Wgt. per M	Packing per box
7301	3 x 5	\$.65	\$ 5.52	4½	1M

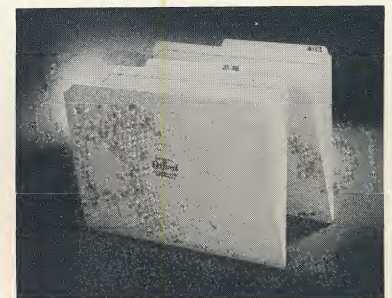
► DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



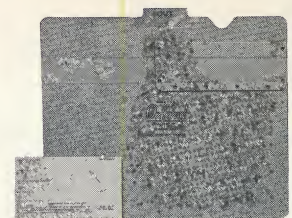
9332 Bulk Correspondence Folder



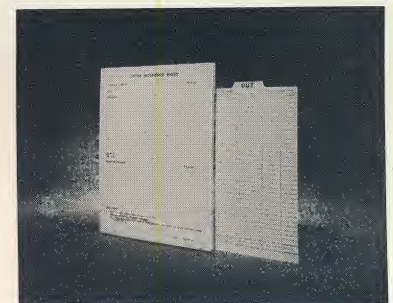
2051 Out Guide



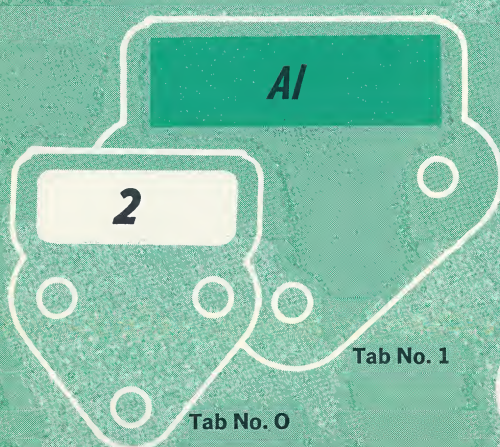
R152M2 Date Period Folder Set



2050 Out Guide with 7301 Out Card

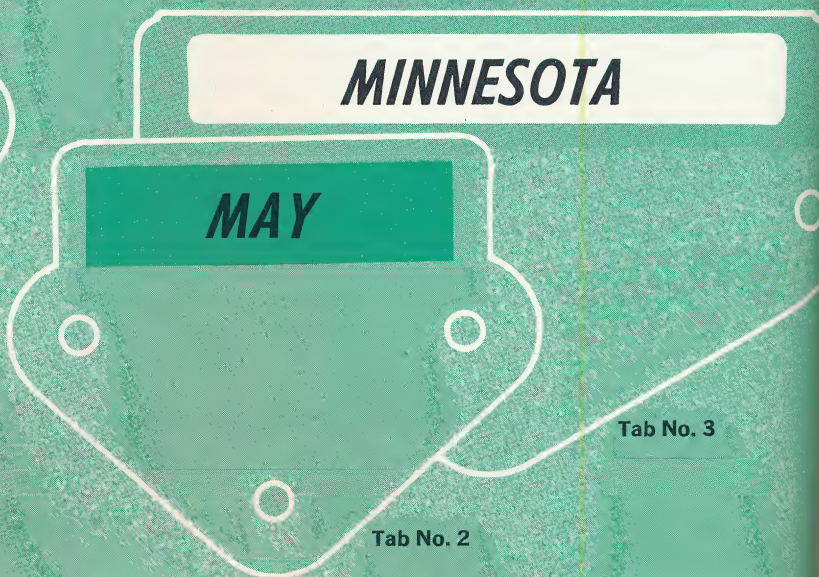


CR-1 Cross Reference sheet, 40301 Substitution Card



Tab No. 1

Tab No. 0



Tab No. 3

Tab No. 2

The metal tabs shown in outline above are illustrated full size.

Product use	Tab No.	Insert Series	Cell No.	Description
METAL TABS				
1/5 cut file guides and folders	2	242	22CW	—
1/3 cut file guides and folders	3	343	23CW	—
Card guides 3 x 5, 4 x 6, 5 x 8,	0	201	20CW	Cut inserts to tab length
6 x 9 guides	1	201	21CW	—
SHELF GUIDE METAL TABS				
Shelf filing gds. and folders, 2" tab	2D	262	22CW	Inserts printed 2 sides, vertically
Shelf filing gds., 45° tab, 2" tab	2D	252	22CW	Inserts printed 2 sides, horizontally
Shelf filing gds. and folders 3 3/4" tab	3D	353*	23CW	—
ANGULAR CELL TABS				
AC180 series folders, tabs to 2 3/4" long	AC14	842*	14CW	Cut inserts and cells to tab length
AC180 series folders, tabs to 4" long	AC14	844*	14CW	Cut inserts and cells to tab length
File guides and folders, 3/8" x 2" tabs	FAC38	382	16CW	—
File guides and folders, 3/8" x 3 1/2" tabs	FAC38	384*	18CW	—
Card guides, tabs to 2 3/8" long	FAC14	142†	12CW	Cut inserts and cells to tab length
THINDEX TABS				
Card guides, tabs to 2 3/8" long	TH14	142†	—	Cut inserts to tab length
Card guides, tabs 3/8" x 1 1/2" to 2 1/2" long	TH38	138*	—	Cut inserts to tab length
Vinyl card guides, tabs to 2 3/8" long	VT14	142†	12CW	Cut inserts and cells to tab length
FLAT INSERTABLE CELL TABS				
Check guides, tabs 1 1/8" x 3 1/2" or shorter	FF11(D)**	111*	—	Cut inserts to tab length
Custom guides and folders, 3/4" tabs	FF34(D)**	134*	—	Cut inserts to tab length
Custom guides and folders, 5/8" tabs	FF58(D)**	242	—	Cut inserts to tab length
Custom guides and folders, 3/8" tabs	FF38(D)**	382-384*	—	Cut inserts to tab length
PENDAFLEX® PLASTIC TABS				
1/10 cut or signal tabbing, 5/8" x 1"	T41	242	22CW	Cut inserts and cells to 1" wide
1/5 cut or 1/4 cut tabbing, 5/8" x 2"	42	242	22CW	—
1/5 cut or 1/4 cut tabbing, 3/8" x 2"	42B	382	16CW	Cut inserts and cells to 2" wide
1/5 cut or 1/4 cut tabbing, 1/4" x 2"	42L	142†	12CW	Cut inserts and cells to 2" wide
1/3 cut or 1/2 cut tabbing, 5/8" x 3 1/2"	43 1/2	343	23CW	—
1/3 cut or 1/2 cut tabbing, 3/8" x 3 1/2"	43B	384*	18CW	Cut inserts and cells to 3 1/8" wide
Full length tabbing, 3/8" x 11 3/4"	44B	38N	18CW	Replaceable name insert, cut cells to 3"
Full length tabbing, 3/8" x 11 3/4"	44B	388	—	8 1/2" blank insert
PENDAFLEX® METAL TABS				
1/5 cut or 1/4 cut tabbing, 5/8" x 2"	M42	242	22CW	—
1/3 cut or 1/2 cut tabbing, 5/8" x 3 1/2"	M43	343	23CW	—

*Available in blank white only

†Available in blank white, red, green

**Add suffix (D) for tabs insertable 2 sides

Pendaflex is a registered trademark of the Oxford Filing Supply Co., Inc.

PRINTED INSERT SETS

Description	142 Series Stock No.	201 Series Stock No.	242 Series Stock No.	252 Series Stock No.	262 Series Stock No.	343 Series Stock No.	382 Series Stock No.	Price Per Set
ALPHABETIC TITLES								
10 Div.	—	—	242.10	—	—	—	—	\$.10
25 Div.	142.25	201.25	242.25	252.25	262.25	343.25	382.25	.19
40 Div.	142.40	201.40	242.40	252.40	262.40	—	382.40	.55
80 Div.	142.80	201.80	242.80	252.80	262.80	—	382.80	1.09
120 Div.	142.120	201.120	242.120	252.120	262.120	—	382.120	2.10
160 Div.	142.160	201.160	242.160	252.160	262.160	—	382.160	2.90
240 Div.	142.240	201.240	242.240	252.240	262.240	—	382.240	6.00
320 Div.	142.320	201.320	242.320	252.320	262.320	—	382.320	8.00
480 Div.	142.480	201.480	242.480	252.480	262.480	—	382.480	12.00
720 Div.	142.720	201.720	242.720	252.720	—	—	382.720	18.00
1000 Div.	142.1000	201.1000	242.1000	252.1000	—	—	382.1000	36.00
1500 Div.	142.1500	201.1500	242.1500	252.1500	—	—	—	on application
2000 Div.	142.2000	201.2000	242.2000	252.2000	—	—	—	on application
STATES, MONTHS, DAILY 1-31 TITLES								
States	142.50	201.50	242.50	252.50	262.50	343.50	382.50	.97
Months	142.12	201.12	242.12	252.12	262.12	343.12	382.12	.24
Daily 1-31	142.31	201.31	242.31	—	—	—	382.31	.40
DATE PERIOD TITLES								
2 per year	1 strip, 5 sets per strip, 10 titles				—	343M2	—	.15
4 per year	1 strip, 2 sets 4 per year, 1 set 343M2, 10 titles				—	343M4	—	.15
6 per year	1 strip, 1 set 6 per year, 2 sets 343M2, 10 titles				—	343M6	—	.15
12 per year	2 strips, 1 set 12 per year, 2 sets 343M4, 20 titles				—	343M12	—	.25
DIGIT FILING SYSTEMS, NUMERIC TITLES								
Folder numbers 00-99	—	—	242.99	252.99	262.99	—	—	.70
Folder numbers 00-10 to 90	—	—	242.90	—	—	—	—	.10
Filing Break 25-50-75	—	—	242.57	—	—	—	—	on application
Filing Break 20-40-60-80	—	—	242.68	—	—	—	—	on application
SCHOOL FILING SYSTEMS, SUBJECT TITLES								
N.Y. Basic School Filing	—	—	242.300	—	—	—	—	30.00
NAES Filing System	—	—	242NAES	—	—	—	—	25.00
OFFICE AND HOME FILING SYSTEMS, SUBJECT TITLES								
Household Outfit	—	—	242HHO	—	—	—	—	.19
Desk Data Outfit	—	—	242.100	—	—	—	—	.70

CELL WINDOW FACINGS

Cell window facings ordered separately are shipped in a standard width and may be trimmed to fit tab lengths. Trim cell window width before separation from the strip of 10.

Minimum order 100 cell window facings of a color. Specify quantity of cell windows, not strips.

7 Colors are clear, red, green, blue, amber, yellow and pink
6 Colors are clear, red, green, blue, amber and yellow
5 Colors are green, blue, amber, yellow and pink

Stock No.	Cell Face Dimension H x W	Colors	Per C
12CW	1/4" x 2 3/4"	5	\$.60
14CW	1/4" x 4"	5	.75
16CW	3/8" x 2"	5	.60
18CW	3/8" x 3 1/2"	5	.75
20CW	7/16" x 1"	6	.50
22CW	7/16" x 1 1/2"	6	.55
24CW	9/16" x 2"	7	.60
26CW	9/16" x 3 1/2"	7	.75

SPECIAL TITLES ON LABEL INSERTS

Special titles for alphabetic, geographic, numerical, chronological and subject indexing are available printed or typed in order on any of the label insert sizes above. Prices and special samples on application with details.

BLANK WHITE LABEL INSERTS

Blank label inserts ordered separately are shipped in a standard width and may be cut to fit tab lengths. Trim label insert width after typing and before separation from the strip.

Minimum order 100 inserts of a size. Specify quantity of inserts, not strips.

Stock No.	Insert Face Dimension H x W	Strips of	per C	per M
38N	3/8" x 3"	10	\$.33	\$1.45
111	1 1/8" x 3 1/2"	10	.33	1.45
134	3/4" x 3 1/2"	10	.33	1.45
138	3/8" x 3 1/2"	10	.33	1.45
142*	1/4" x 2 3/4"	10	.33	1.45
144	1/4" x 4"	10	.33	1.45
201	7/16" x 1 1/2"	10	.33	1.45
242	5/8" x 2"	10	.33	1.45
252	5/8" x 2"	10	.33	1.45
343	5/8" x 3 1/2"	10	.33	1.45
343X	5/8" x 3 1/2"	22	.33	1.45
353	5/8" x 3 1/2"	10	.33	1.45
382	3/8" x 2"	20	.33	1.45
384	3/8" x 4"	20	.33	1.45
388	3/8" x 8 1/2"	20	.33	1.45
842	1/4" x 2 3/4"	25	.33	1.45
844	1/4" x 4"	25	.33	1.45

*Also available in green and red

Oxford

BRIEF COVERS

These low cost embossed covers provide impressive background for proposals, reports, specifications, detailed quotations and other important papers.

Available with or without fasteners in the following 12 colors: tan, beaver, blue, gray, green, black, terra cotta, ivory, light blue, light green, orange and red.

Brief Covers not equipped with fasteners are punched 5 holes to accommodate standard 11 x 8½ or 10 x 8" sheets.

Both styles are available in 11 x 8½ size only.

BRIEF COVERS WITH FASTENERS

furnished with labels

Stock No.	25-475 per C	500 up per M	Wgt. per C	Packing box carton	
301F	\$11.65	\$108.35	8½	25	125

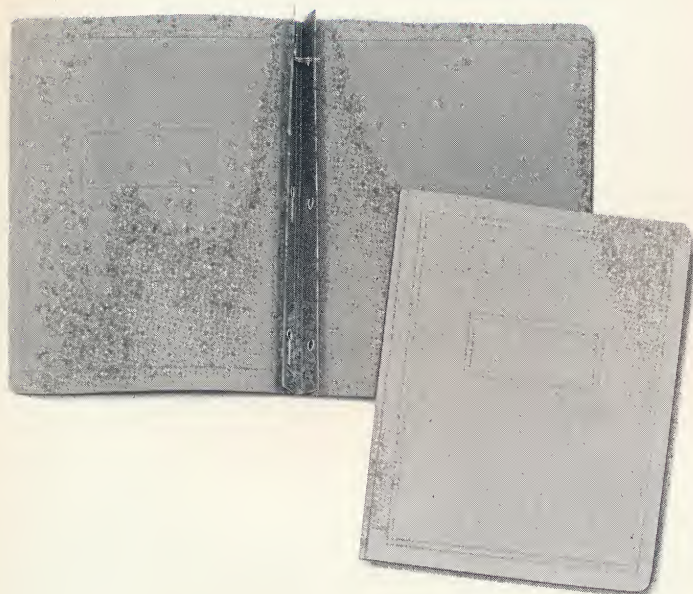
BRIEF COVERS, NO FASTENERS

Stock No.	50-450 per C	500 up per M	Wgt. per C	Packing box carton	
301	\$7.90	\$70.90	8	50	250

LABELS FOR OXFORD BRIEF COVERS

Made of gummed label paper to fit embossed panel. Gray tinted border. Minimum order, 100 labels.

Stock No.	per C	per M	Packing per envelope
BC4	\$.50	\$3.85	100



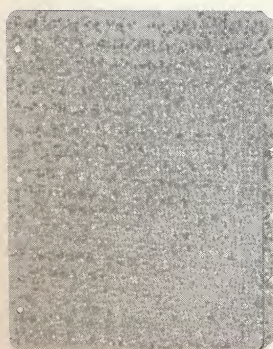
Oxford



RING BOOK INDEX SHEETS

Fifth cut tabs, assorted positions only. Made of 11 point manila tag stock, punched 3 holes for standard letter size ring books. Collated in sets of 5. Available in 11 x 8½ size only.

Stock No.	20-199 sets per set	200 & over per set	Wgt. per box	Packing per box
13V	\$.16	\$.14	5	20



Oxford



SHELF FILING SUPPLIES

Shelf filing is recommended where most (but not all) of the following are present: (a) volume of filed material is large enough to make space saving a factor; (b) entire folders, not single papers are pulled; (c) records must be kept for very long periods; (d) the number of daily references is low.

Your Oxford dealer, with the Oxford Systems Service Department, can provide valuable assistance in the selection of the proper system, and the component folders, guides, and indexing, for your shelf-filed records.



Packing
box carton

25 125

Packing
box carton

50 250

ERS

embossed
order, 100

Packing
envelope

100

point manila
ring books.

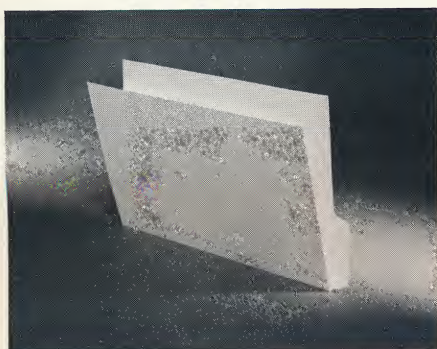
Packing
per box

20

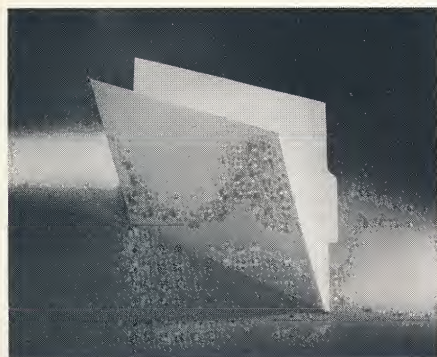
SIDE TABBED FOLDERS

11 POINT 700 LINE MANILA, SINGLE TAB

3/4" wide tab for extra label space. Letter size folders are 9 1/4" x 12 1/4" wide with tab, legal size 15 1/4" wide with tab. Front flaps are scored for 3/4" expansion. Packed 100 per box, 500 per carton.



Stock No. 5752 1/3-3



Stock No. R5752 1/3-2

Stock No.	Tabbing	100-499 per C	500 up per M	Weight per M
LETTER SIZE				
5752	full cut	\$4.60	\$42.00	85
5752 1/3	thirds	4.60	42.00	85
5752 1/3-1	all top	4.60	42.00	85
5752 1/3-2	all center	4.60	42.00	85
5752 1/3-3	all bottom	4.60	42.00	85
LEGAL SIZE				
5753	full cut	5.50	50.00	108
5753 1/3	thirds	5.50	50.00	108
5753 1/3-1	all top	5.50	50.00	108
5753 1/3-2	all center	5.50	50.00	108
5753 1/3-3	all bottom	5.50	50.00	108

Other tabbing is available to order at stock price. Specify tab cut and position(s).

11 POINT 700 LINE MANILA, REINFORCED TAB

1/2" wide tab. Letter size folders are 9 1/4" x 12 1/4" wide with tab; legal size are 15 1/4" wide. Front flaps scored for 3/4" expansion. Packed 100 per box, 500 per carton.

Stock No.	Tabbing	100-499 per C	500 up per M	Weight per M
LETTER SIZE				
R5752	full cut	\$5.50	\$50.00	89
R5752 1/3	thirds	5.50	50.00	89
R5752 1/3-1	all top	5.50	50.00	89
R5752 1/3-2	all center	5.50	50.00	89
R5752 1/3-3	all bottom	5.50	50.00	89
LEGAL SIZE				
R5753	full cut	6.40	58.00	112
R5753T	specify	6.40	58.00	112

Other tabbing is available to order at stock prices. Specify tab cut and position(s).

18 POI

Clear p
the rig
2" (#4
11 5/8" v
front fl
with 50
printed
tabs.

Stock

LETTE

5482 1/3

5482 1/3

LEGAL

5483 1/3

5483 1/3

25 POI

1" blue
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groups

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C46 for

Stock N

LETTE

5920

5922

5923

LEGAL

5930

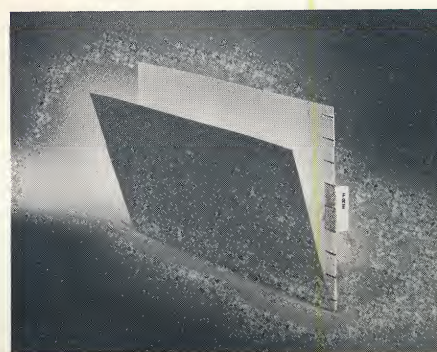
5932

5933

18 POINT DUROX WITH PENDAFLEX® TAB

Clear plastic Pendaflex tabs can be attached in any position on the right vertical edge of folder back flaps. Tab sizes are 5/8" x 2" (#42 tabs) or 5/8" x 3 1/2" (#43 1/2 tabs). Folders are 9 1/4" x 11 5/8" wide body, letter size, or 14 5/8" wide body, legal size, with front flaps scored for 3/4" expansion. Packed 50 folders per box with 50 tabs and 60 blank inserts. See pages C30, C31 for printed insert sets and colored cell windows to fit Pendaflex tabs.

Stock No.	Tabbing	50-499 per C	500 up per M	Weight per M
LETTER SIZE				
5482 1/5	2 inch No. 42	\$19.70	\$178.50	140
5482 1/5	3 1/2 inch No. 43 1/2	20.60	187.00	140
LEGAL SIZE				
5483 3/5	2 inch No. 42	23.60	214.50	165
5483 3/5	3 1/2 inch No. 43 1/2	24.50	223.00	165



Stock No. 5482 1/5 with No. 42 Pendaflex® tab

25 POINT OXFORD GRADE BLUE PRESSBOARD

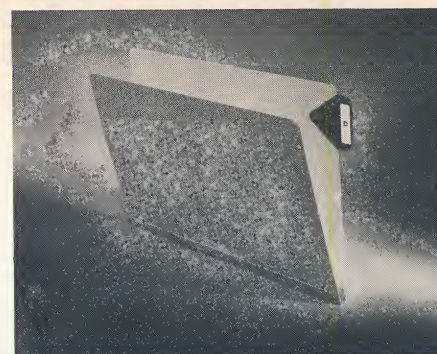
1" blue linen "W" expansion and the stiffness of pressboard provide the extra vertical rigidity and capacity needed for bulky groups of papers.

Letter size folders are 9 1/4" high by 12 1/4" wide with tab. Legal size are 15 1/4" wide.

Pressboard tabs are 3/4" wide for extra label space. Steel Tabs are readable both sides. Packed 25 per box, steel tab items supplied with blank inserts and clear cell windows. Specify tab cut and position(s) when ordering.

These folders are also available with fasteners installed. See page C46 for prices and information.

Stock No.	Tabbing	25-499 per C	500 up per M	Weight per M
LETTER SIZE				
5920	Pressboard	\$36.55	\$332.35	270
5922	2 1/4" Steel	49.60	451.00	330
5923	3 3/4" Steel	51.95	472.00	330
LEGAL SIZE				
5930	Pressboard	42.85	389.65	340
5932	2 1/4" Steel	52.45	476.75	400
5933	3 3/4" Steel	54.85	498.75	400



Stock No. 5922. Uses No. 262 series inserts

BLANK TAB SHELF FILING GUIDES**STANDARD HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD**

Plan your shelf filing system before ordering guides. Specify guide side tabs in positions not occupied by folder side tabs to avoid obscuring tab titles. These guides are 9½" high x 12¼" wide (with tab) letter size, 15¼" wide legal size. Steel tabs are readable both sides. Packed 50 per box, supplied with blank inserts and clear cell windows. Specify tab position and hook location when ordering (see diagram below).

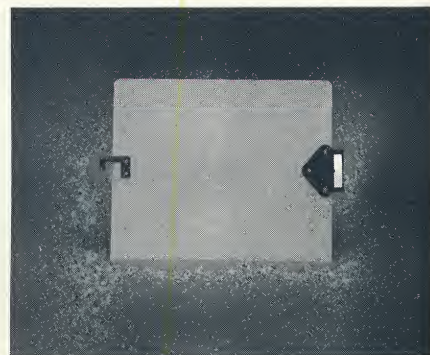
Stock No.	Steel Tabbing	Hook	50-499 per C	500 up per M	Weight per M
LETTER SIZE					
502M	2¼"	no hook	\$22.35	\$203.00	140
502MH	2¼"	with hook	28.15	256.00	144
532M	3¾"	no hook	23.35	213.00	145
532MH	3¾"	with hook	29.15	266.00	149
LEGAL SIZE					
503M	2¼"	no hook	26.50	241.00	195
503MH	2¼"	with hook	32.35	294.00	200
533M	3¾"	no hook	27.50	251.00	205
533MH	3¾"	with hook	33.35	304.00	210

HALF HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD

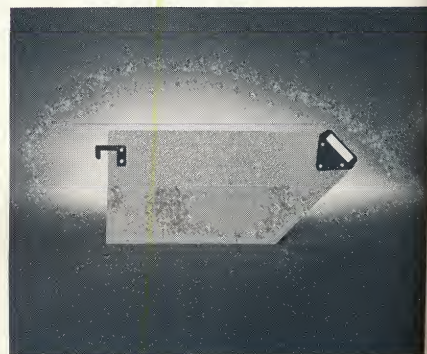
Oxford's original 45° angle steel tab makes tab titles easier to read when used with side tabbed folders.

These guides are 6" high x 13½" wide (with tab) letter size, 16½" wide legal size. Steel tabs are readable two sides and occupy the center tab position. Best results are obtained when used with folders side tabbed in top or bottom position. Packed 50 per box, blank inserts and clear windows supplied. Oxford Half Height Shelf Guides are not recommended for use on shelving with doors or with cabinet style folders. Specify hook location when ordering (see diagram below).

LETTER SIZE					
52M	2¼"	no hook	19.25	175.00	102
52MH	2¼"	with hook	25.10	228.00	108
LEGAL SIZE					
53M	2¼"	no hook	23.10	210.00	140
53MH	2¼"	with hook	28.95	263.00	144



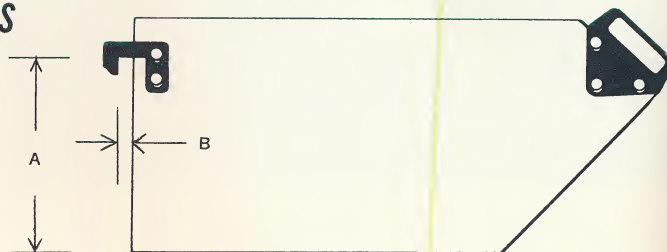
Stock No. 502MH



Stock No. 52MH

ATTACHING HOOKS TO SHELF GUIDES

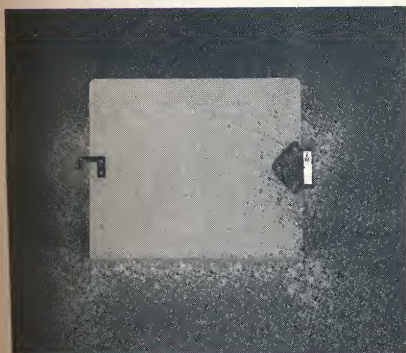
Specify dimensions "A" and "B" when ordering shelf guides with hooks. "A" is height of shelf back plate. "B" is width of top edge of shelf back plate. (Note: hooks on shelf guides are **not** designed for insertion in slots in the vertical surface of shelf back plates.)



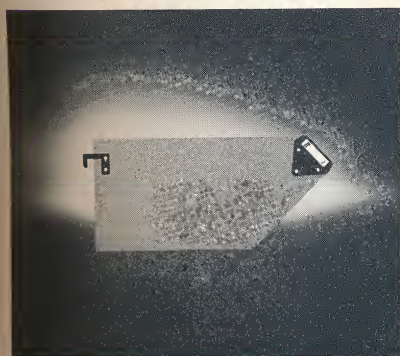
A-Z SHELF GUIDE SETS**STANDARD HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD**

Oxford A-Z Shelf Guide sets are furnished tabbed all center position with green cell windows in tabs unless specified otherwise. If matching Miscellaneous Folder sets are required, use number 5482½ (letter) or 5483½ (legal) folders and appropriate printed insert sets (see pages C30 and C31). Specify hook location when ordering (see diagram on preceding page).

Stock No.	Hook	A-Z Div.	Per set	Weight per set
LETTER SIZE				
502M25	no hook	25	\$ 7.65	3½
502MH25	with hook	25	9.10	4
502M40	no hook	40	12.25	5½
502MH40	with hook	40	14.55	6
502M80	no hook	80	24.50	11
502MH80	with hook	80	29.10	12
502M120	no hook	120	36.75	16
502MH120	with hook	120	43.70	18
LEGAL SIZE				
503M25	no hook	25	8.70	4½
503MH25	with hook	25	10.15	5
503M40	no hook	40	13.90	7
503MH40	with hook	40	16.25	7½



Stock No. 502MH40. Uses No. 262 series inserts



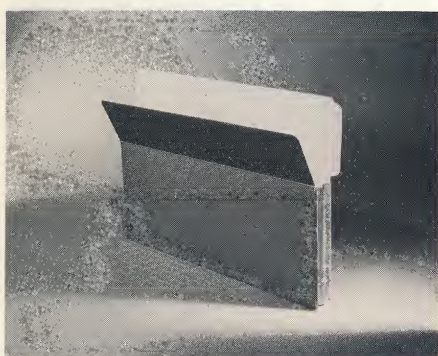
Stock No. 52MH25. Uses No. 252 series inserts

HALF HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD

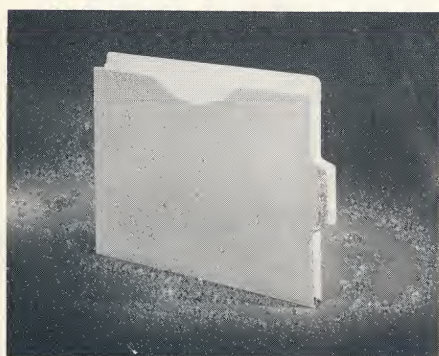
45° angle tabs on these 6" high guides occupy center tab position. All sets are furnished with green cell windows in tabs unless specified otherwise. Oxford Half Height Shelf Guides are suitable for open shelving only and recommended for use with side tabbed folders. Specify hook location when ordering (see diagram on preceding page).

Stock No.	Hook	A-Z Div.	Per set	Weight per set
LETTER SIZE				
52M25	no hook	25	\$ 6.90	3
52MH25	with hook	25	8.35	3½
52M40	no hook	40	11.00	4½
52MH40	with hook	40	13.35	5
52M80	no hook	80	22.00	9
52MH80	with hook	80	26.70	10
52M120	no hook	120	33.00	13
52MH120	with hook	120	40.00	15
LEGAL SIZE				
53M25	no hook	25	7.85	3½
53MH25	with hook	25	9.30	4
53M40	no hook	40	12.55	5½
53MH40	with hook	40	14.90	6

Larger subdivisions available; for standard height guides to 480 div. A-Z for half height guides to 2000 div. A-Z



Stock No. 5514C



Stock No. 5023, tabbed 3rd cut center position

POCKETS AND JACKETS

5 PIECE RED FIBER POCKETS

Closed sides and capacities of 1 $\frac{3}{4}$ " and 3 $\frac{1}{2}$ " in sturdy five piece construction makes an ideal container for large groups of loose papers of different sizes. Side tabs are $\frac{3}{4}$ " wide. Back flap and tab are faced in salmon color. Letter size is 9 $\frac{1}{2}$ " high by 12 $\frac{1}{4}$ " wide with tab, legal size 15 $\frac{1}{4}$ " wide. Packed 25 per box. Prices on application for pockets with steel tabs.

Stock No.	Capacity	25-499 per C	500 up per M	Weight per M
LETTER SIZE				
5514C	1 $\frac{3}{4}$ "	\$43.65	\$396.75	230
5524E	3 $\frac{1}{2}$ "	48.15	437.60	240
LEGAL SIZE				
5516C	1 $\frac{3}{4}$ "	48.55	441.50	277
5526E	3 $\frac{1}{2}$ "	53.85	489.40	295

ONE PIECE 11 POINT MANILA JACKETS — LETTER SIZE ONLY

These lower cost containers for larger groups of papers afford side entry for easier removal of single sheets. Open top and right end, they are tabbed on **both** flaps. Side tabs are $\frac{3}{4}$ " wide. Letter size **only** 9 $\frac{1}{2}$ " high x 12 $\frac{1}{4}$ " wide. Flat style packed 50 per box, expansion styles packed 25 per box. Specify tab cut and position when ordering.

Stock No.	Capacity	25-499 per C	500 up per M	Weight per M
5010	flat	\$12.85	\$ 99.25	90
5023	1"	19.55	159.75	120
5043	2"	19.55	159.75	130

OUT GUIDES

11 POINT MANILA — "OUT"

Printed both sides in red ink, these OUT guides provide for 92 entries. The form identifies requisitioner, item taken, and date. Letter size is 9½" high by 12¼" wide with tab, legal size 15¼" wide. Packed 100 per box.

Stock No.	100-499 per C	500 up per M	Weight per M
LETTER SIZE			
5251	\$ 7.30	\$ 66.40	45
LEGAL SIZE			
5351	10.15	92.35	57

25 POINT BLUE PRESSBOARD — "OUT-WANTED"

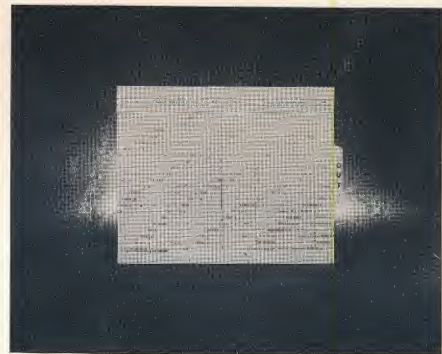
This in-file control for locating or re-routing borrowed documents measures 5" high by 12¼" wide (with tab) letter size, 15¼" wide legal size. Printed one side only in black ink, die cut and embossed slots accept a 3 x 5 requisition form. "OUT" and "WANTED" tabs are of two different sizes for easier recognition. Packed 50 per box, (requisition cards not included).

Stock No.	50-499 per C	500 up per M	Weight per M
LETTER SIZE			
5200	\$10.50	\$ 95.00	70
LEGAL SIZE			
5300	11.05	100.00	80

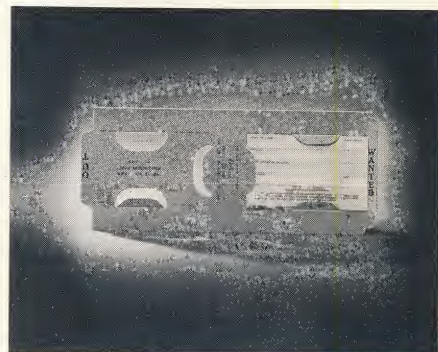
3x5 REQUISITION CARD

8 point salmon index bristol printed one side in steel-grey ink. Document or folder title, date taken, borrower and department may be recorded on the form. Imprinted instructions suggest proper form use for prompt return of borrowed records. Packed in bands of 100, boxes of 1000.

Stock No.	per C	per M	Weight per M
7301	\$.65	\$5.52	4½



Stock No. 5251



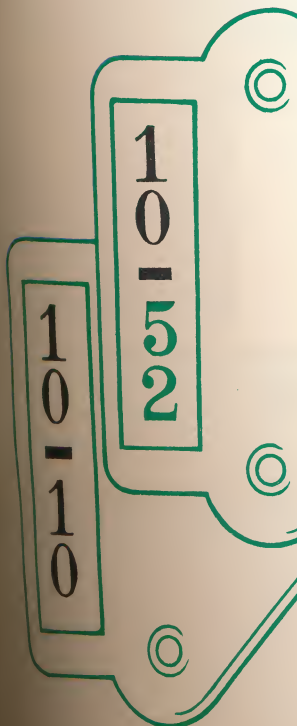
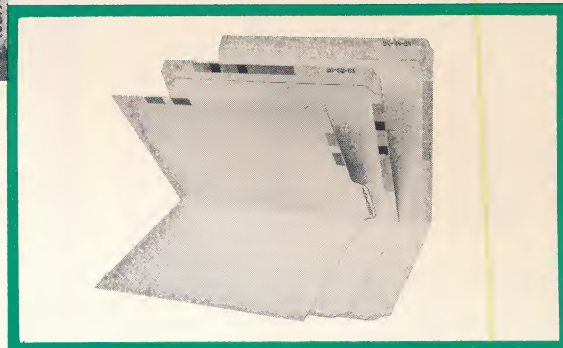
Stock No. 5200 with No. 7301 requisition card in "WANTED" position



BLOCK TINTING

Digit filing permits the use of supplementary controls using block printed or tinted areas on the inside of shelf folders located at the back left edge, and at the top edge of the folder. Ten locations for block printing, or ten colors tints (used in combinations of two colors in fixed locations), are keyed to terminal or middle digits. Variations include use of ten colors and ten sizes of tinted areas to key single terminal digit endings.

Block tinting provides visual indication on the shelf of number transposition or other filing error by misalignment of block position, or mismatch of color, within an otherwise uniform group of folders.



NUMBERED STEEL TAB GUIDES

Indexing for digit filing identifies primary and secondary divisions of the file. Tab headings are usually four digits arranged vertically, and separated into two groups of two digits each by a horizontal line, as illustrated.

Primary indexing indicates the group (upper two digits) and the section (lower two digits) in which the group is located.

Secondary indexing, used to subdivide groups, indicates folder number sequence within the group (upper two digits) and the group (lower two digits).

To clearly identify section numbers, numbering in two colors is often suggested. Primary and secondary indexing is also usually distinguished by tab position. (See illustration above)

NUMERIC INDEXING FOR DIGIT FILING

Even though straight number, or 1, 2, 3 filing is faster and easier than alphabetic filing, simple improvements can be made to eliminate the drawbacks of straight number indexing while furnishing even greater speed and accuracy. The change consists in a deliberate transposing of numerical sequence. This technique is called digit indexing. There are two generally used methods, TERMINAL DIGIT FILING, and the newer OXFORD MIDDLE DIGIT FILING.

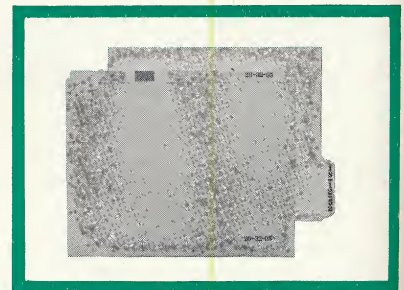
In terminal digit filing, numbers are read backwards in groups of two for purposes of filing and withdrawing only. When calling for the folder, the requisitioner still asks for it in the conventional way. Expressed in terminal indexing, folder number 123456 would be filed in shelf section 56, (1234**56**) in group 34 (1234**56**) and would be folder 12, (1234**56**), in sequence, in group 34.

Like terminal digit indexing, Oxford Middle Digit spreads filed documents evenly through the shelf file. But it differs from terminal digit by retaining the desirable straight numeric characteristic **within each group of 100 consecutively numbered folders.**

In Middle Digit indexing, folder number 123456 is filed in section 34 (1234**56**), in group 12 (1234**56**) and would be folder 56 (1234**56**) in one hundred consecutively numbered folders in group 12.

NUMBERING FOLDERS

Both side tabbed shelf filing folders and straight cut regular cabinet style folders are used on shelves for digit filing. Side tabbed folders are usually vertically numbered on one or both sides of the tabs, only. Cabinet style (straight cut) folders are usually numbered on the top full width tab, and on the front face in a bottom right hand location. Alphabetic or numeric prefixes are sometimes used and are available.



VERTICAL NUMBERING

To match the requirements of digit filing, Oxford vertical numbering may be specified in imprint combinations of up to six digits and two horizontal lines in any arrangement accommodated within 8 digit spaces. Shown in the full size illustration are some of the possible combinations. The numbering series may be consecutive, consecutive skip, or random from a list.

1
2
3
4
2
0

1
2
3
-
4
2
0

1
2
-
3
4
-
2
0

HORIZONTAL NUMBERING

Numbering sizes A, B, and C, illustrated, may be imprinted in any of several locations during the numbering process. The number series may be consecutive, consecutive skip, or in random order from a list.

A **153687** B **111137** C **123400**

Printing press numbering (as illustrated below) is more economic if restricted to fixed imprint locations. Dotted lines indicate the margin necessary between the number and the nearest printing. Printing press numbering series may be consecutive or consecutive skip.

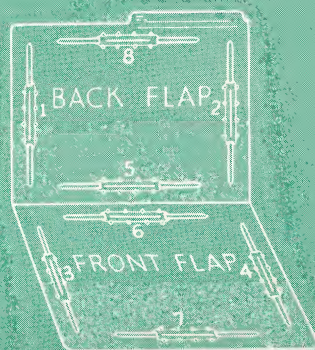
A **946481**
1 **3953510**
Nº **78084500**
26-52-63

A margin between number
and nearest printing is
Nº 914748
indicated by dotted lines.
Margin requirements vary
with type size.

Oxford

INSTALLING FASTENERS IN OXFORD FOLDERS

Fasteners may be installed in any Oxford manila, kraft, red fiber, durox or pressboard folder. Fasteners should not be installed in hanging folders. Use file backs or Interior Folders with fasteners installed to house bound groups of papers in PENDAFLEX®.



FASTENER POSITION

The numbered fastener positions shown in the diagram are precise locations based upon 11 x 8½ (letter size) or 14 x 8½ (legal size) sheets punched to ACCO standards for binding on 2¾" centers.

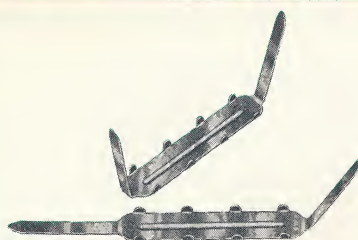
These fastener positions will satisfy most requirements but are not proper for all sheet sizes. When ordering for sheet sizes other than letter or legal, submit a folder sample accurately locating the fastener position desired. When ordering side tabbed shelf filing folders with fasteners, submit sample.

HOW TO ORDER

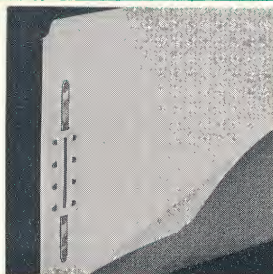
Specify quantity and style of folders, and style of fastener. Specify fastener position by number, or submit sample.

HOW TO CALCULATE PRICE OF FOLDERS WITH FASTENERS

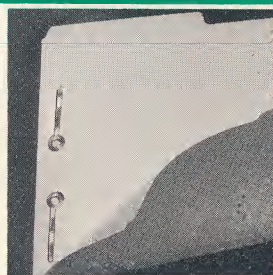
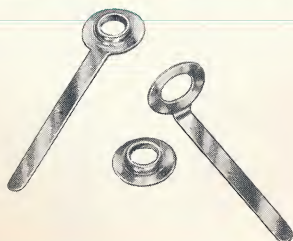
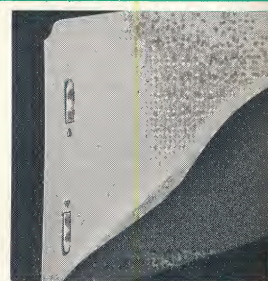
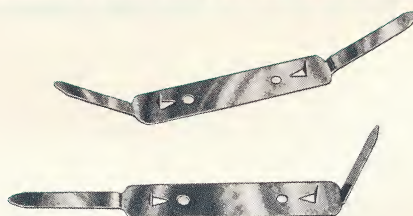
The fastener prices include installation. Add the price of the fasteners to the price of the folder selected. If two fasteners per folder are required, double the fastener price.



Acco fasteners, consisting of a base with strong prongs and a compressor, securely bind papers together. Bases are tightly clinched to the folder stock during installation.



LESSPACE® fasteners take up much less space in the file because at no point in its design is there more than one thickness of metal plus one thickness of folder stock. A smooth back eliminates projections to catch other papers or folders.



Oxford Brass Prongs utilize heavy two piece construction to firmly eyelet prongs to the folder. Pairs of prongs are precisely located to provide 2¾" centers between prongs at the bend. Eyelets are smooth on the reverse to avoid catching other papers or folders.

FASTENERS

OXFORD LESSPACE FASTENERS

No compressors unless specified

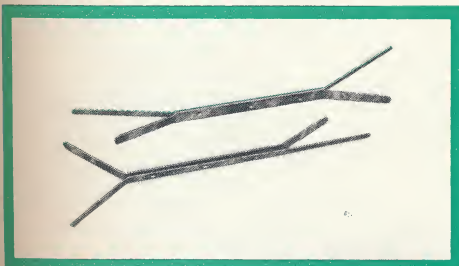
Stock No.	Compressor	Capacity	100-499 per C	500 up per M
12LS	with	1"	\$6.10	\$50.75
12LS	without	1"	5.00	40.85
22LS	with	2"	6.35	52.95
22LS	without	2"	5.25	43.00

ACCO "L" TYPE FASTENERS

With compressors unless none specified

Stock No.	Compressor	Capacity	100-499 per C	500 up per M
ACCO				
112L	with	1"	\$6.10	\$52.50
112L	without	1"	5.00	42.50
122L	with	2"	6.35	54.50
122L	without	2"	5.25	44.50

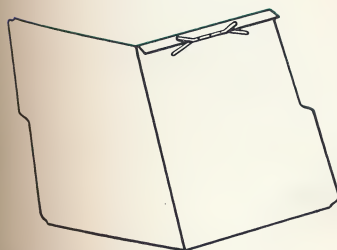
OXFORD SIAMESE FASTENERS



Oxford Siamese fasteners bind two groups of papers back-to-back yet take no more space than a single regular fastener. Such combined records in a single folder provide a complete story, properly classified, that cuts reference time.

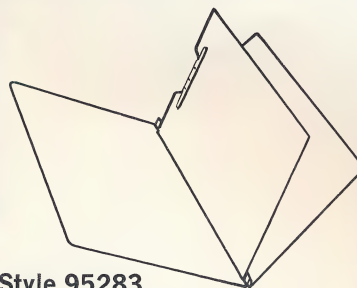
In association with the folder styles illustrated and described below, Oxford Siamese fasteners make it possible to bind two, four, six or more classes of papers for individual credit histories, mortgages, personnel records, medical case histories, estate and insurance plans and many other applications.

Prices For These Oxford Folders On Application



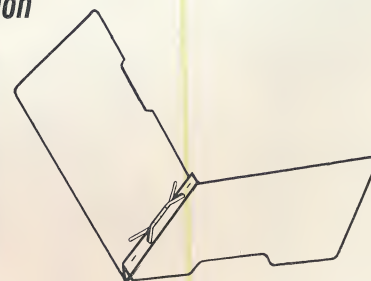
Style 75282

11 point manila, letter size, with Siamese fastener mounted on a "wing" on back flap only, provides for two groups of papers. Additional "wing" on front flap would provide for four groups of papers.



Style 95283

25 point blue pressboard, legal size, with Siamese fasteners mounted on two interior leaves; Lesspace fasteners installed on front and back flaps, provides for six groups of papers.



Style 76284

11 point manila endfold, letter size, with Siamese fastener mounted for binding at the fold, provides for two groups of papers and can be indexed for filing in pull drawer cabinets or on shelves.

OXFORD BRASS PRONG FASTENERS

With compressors unless none specified

Stock No.	Compressor	Capacity	100-499 per C	500 up per M
15PR	with	1½"	\$8.50	\$65.00
15PR	without	1½"	7.00	55.00

COMPRESSORS

For use with Oxford Lesspace, Brass Prong and ACCO style fasteners

Stock No.	Packing	For Prongs On	100-499 per C	500 up per M
11CP	50 per envpe.	2¾" centers	\$1.25	\$10.00

PUNCHING

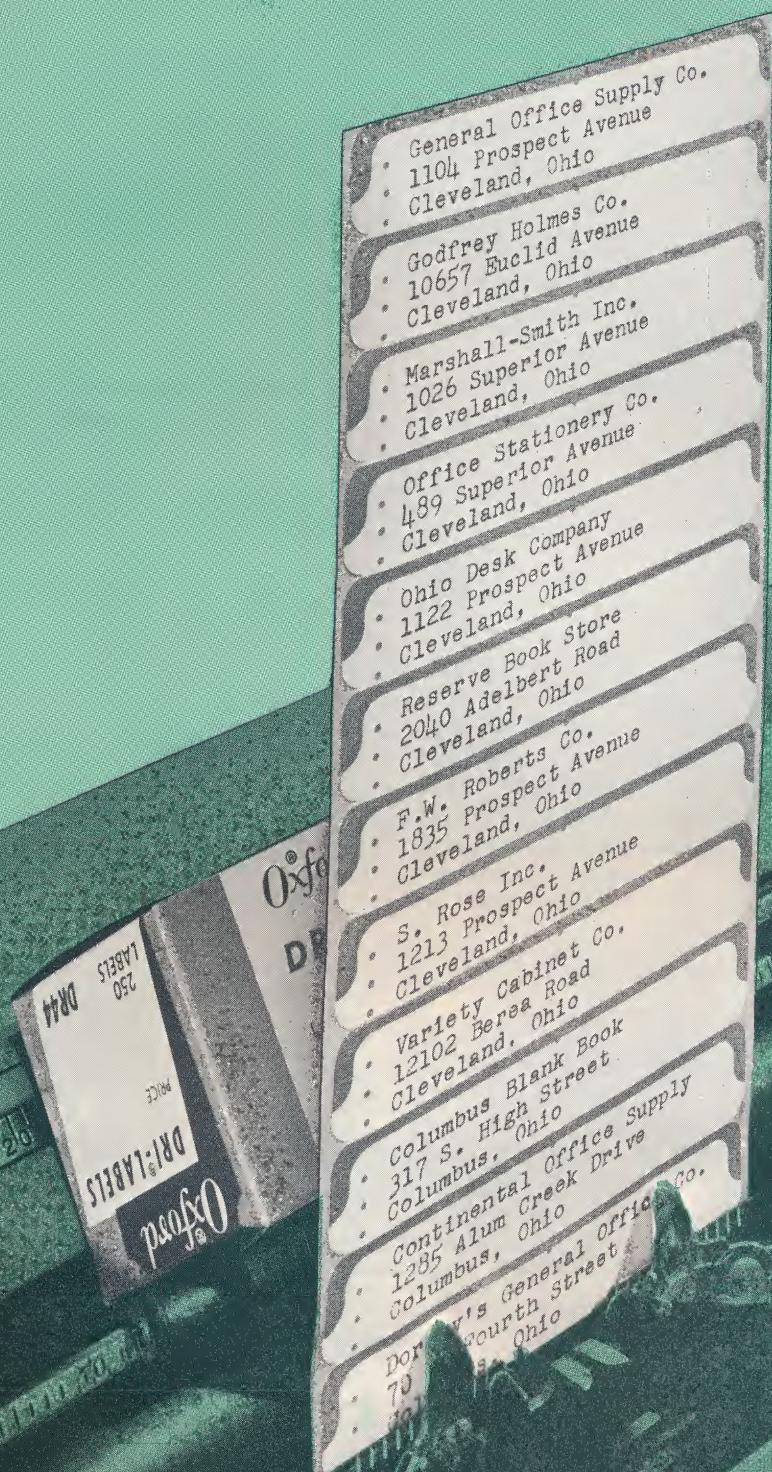
For installation of such ACCO fasteners as number 12, 22, 112, or 122

Style	Size	For Prongs On	100-499 per C	500 up per M
Slit Holes	1/16" x 1/4"	2¾" centers	\$1.95	\$ 5.25
Round Holes	1/4" Diam.	2¾" centers	1.95	5.25

Oxford



DRI-LABELS® AND ROL-LABELS®



OXF

The
sens
the t
250
neat
stock

Label
wide
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Spec

S

9 pop
blue,
index

OXFO

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from t
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titling

Space
3½"
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vidual
per ca
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R

8 stand
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Tip

1. T
2. F
3. S

"Rol-Label"

OXFORD DRI-LABELS®

The new and faster way to head up file folders. Pressure sensitive Oxford Dri-Labels stick to folder tabs with just the touch of a finger—no moistening required. A roll of 250 labels in a self-dispensing box unwinds as you type neat 1, 2, or 3 line headings on smudge resistant label stock. In 9 popular color bands for coding.

Label size is 2/3" high by 3 1/2" wide to fit third cut or wider folder tabs. Packed 12 rolls of a color per carton, shipping containers of 72 rolls.

Specify color band when ordering.

Stock No.	1-11 Rolls per roll	12 Rolls up per roll	Shpg. wgt. 72 rolls
DR44	\$1.15	\$1.05	16 lbs.

9 popular color bands are crimson, orange, yellow, green, blue, light blue, violet, tan and white (white is margin indexed in blue).

OXFORD ROL-LABELS®

The original water gummed label in roll form that unwinds from the box as you type. Perfect for neat typed headings on file folders, addressing large envelopes or packages, titling reports, and many other labelling uses.

Spaced for continuous typing, label size is 1 1/3" high by 3 1/2" wide, folded size 2/3" high. 3 1/2" width fits third cut or wider folder tabs. Each roll of 250 labels is individually packed in self-dispensing box, 12 rolls of a color per carton, shipping containers of 144 rolls.

Specify color when ordering.

Stock No.	1-11 Rolls per roll	12 rolls up per roll	Shpg. wgt. 144 rolls
R444	\$.42	\$.39	39 lbs.

8 standard colors are buff, blue, salmon, cherry, green, canary, white, manila.

Tips on File Folder Labelling with Rol-Labels®

1. Type up to 4 lines **below** the center score
2. Fold labels on scores and at perforations "accordion" style
3. Separate labels, moisten, and apply to folder tabs.



Stock No. DR44



Stock No. R444

Oxford



PINFEED DRI -LABELS®

DFP444 (Actual Size)

DFP4234 (Actual Size)

DFP3300 (Actual Size)

DFP2400 (Actual Size)

DFP500—DRP550 (Actual Size)

DFP400—DRP440 (Actual Size)

DFP300—DRP330 (Actual Size)

PRECISION FEATURES

that match Oxford Pinfeed DRI-LABELS to the requirements of todays Data Processing equipment:

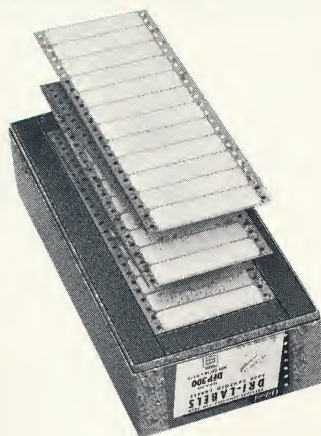
- Clean marginal punching with no confetti or hangnails
- Exact label registration spaced for accurate machine print-out
- Super-strong carrier for trouble free runs
- Smudge resistant label stock assures clean imprint
- Permanent adhesive for instant tack and strong grip
- FLOW-PAK shipping containers protect fanfold carrier edges, promotes smooth feed
- Axle mounted twin roll labels feed right out of the box, no supplementary equipment needed

Pressure sensitive OXFORD PINFEED DRI-LABELS are precise continuous forms designed to maximize the efficiency of your EDP installation. One time or repetitive data can be captured on Pinfeed DRI-LABELS from punch cards or tape for transfer to records and objects unsuitable for direct notation on print out equipment. To multiply economies in paperwork systems use OXFORD PINFEED DRI-LABELS for such jobs as addressing, card and account record correction, product identification, manufacturing controls, and test score reporting.

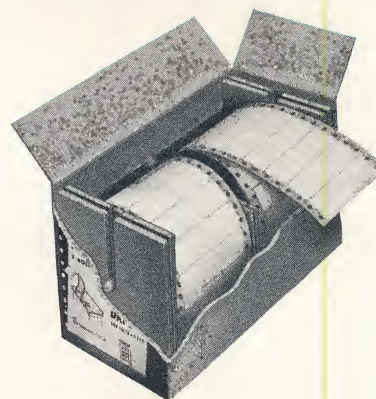
CARRIER DIMENSIONS

All multiple width labels are vertically perforated for separation to strips of single label width. All fanfold labels are packed with fold depth of 12".

Stock No.	Carrier Width	Marginal Punching center to center
DFP300, DRP330	4 $\frac{1}{4}$	3 $\frac{3}{4}$
DFP400, DRP440	4 $\frac{3}{4}$	4 $\frac{1}{4}$
DFP500, DRP550	5 $\frac{3}{4}$	5 $\frac{1}{4}$
DFP2400	8 $\frac{7}{8}$	8 $\frac{3}{8}$
DFP3300	11 $\frac{1}{2}$	11
DFP4234	12 $\frac{1}{8}$	11 $\frac{5}{8}$
DFP444	4 $\frac{1}{4}$	3 $\frac{3}{4}$



Stock No. DFP300

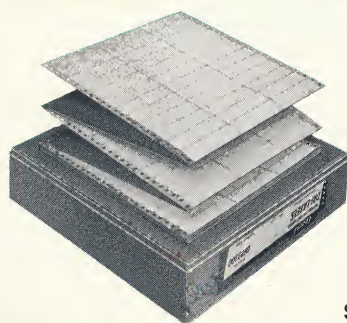


Stock No. DRP330

SINGLE WIDTH PINFEED DRI -LABELS®

Fanfold labels packed in continuous lengths of 5M labels;
rolls packed two rolls of 2500 each, 5M labels per carton.

Stock No.	Style	Label Size	Suggested Price Per M Labels					Labels per box	Box wgt.
			5M	10M	25M	50M	100M		
DRP330	Rolls	15/16 x 3 $\frac{1}{2}$	\$5.32	\$4.37	\$3.83	\$3.53	\$3.36	5M	6 lbs.
DFP300	Fanfold	15/16 x 3 $\frac{1}{2}$	5.32	4.37	3.83	3.53	3.36	5M	5 lbs.
DRP440	Rolls	1 $\frac{1}{4}$ x 4	6.89	5.91	5.41	5.13	4.97	5M	9 $\frac{1}{2}$ lbs.
DFP400	Fanfold	1 $\frac{1}{4}$ x 4	6.89	5.91	5.41	5.13	4.97	5M	8 $\frac{1}{2}$ lbs.
DRP550	Rolls	15/16 x 5	5.97	5.03	4.45	4.14	4.00	5M	7 $\frac{1}{2}$ lbs.
DFP500	Fanfold	15/16 x 5	5.97	5.03	4.45	4.14	4.00	5M	7 lbs.

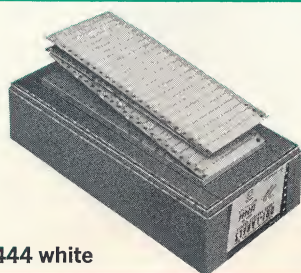


Stock No. DFP3300

MULTIPLE WIDTH PINFEED DRI -LABELS®

Save equipment time by using multiple width Pinfeed Dri-Labels for repetitive listings.

Stock No.	Style	Label Size	Suggested Price Per M Labels					Labels per box	Box Wgt.
			10M	30M	50M	70M	100M		
DFP2400	Fanfold (2 across)	1 7/8 x 4	\$5.91	\$5.41	\$5.13	\$5.05	\$4.97	10M	18 lbs.
Stock No.	Style	Label Size	Suggested Price per M Labels					Labels per box	Box wgt.
			15M	30M	45M	60M	105M		
DFP3300	Fanfold (3 across)	15/16 x 3 1/2	4.37	3.83	3.68	3.53	3.36	15M	16 lbs.
Stock No.	Style	Label Size	Suggested Price per M Labels					Labels per box	Box wgt.
			20M	40M	60M	80M	100M		
DFP4234	Fanfold (4 across)	7/16 x 2 3/4	3.60	3.21	2.92	2.71	2.55	20M	8 1/2 lbs.



Stock No. DFP444 white

FILE FOLDER PINFEED DRI-LABELS®

An efficient method of titling large groups of file folders. Stocked in white only, color band imprints to order, prices on application. (Color bands are crimson, orange, yellow, green, blue, light blue, violet and tan.)

Stock No.	Style	Label Size	Suggested Price per M Labels					Labels per box	Box wgt.
			10M	30M	50M	70M	100M		
DFP444	Fanfold	7/16 x 3 1/2	\$4.10	\$3.49	\$3.09	\$2.77	\$2.65	10M	5 1/2 lbs.

SPECIAL PURPOSE PINFEED DRI -LABELS®

Special sizes and constructions designed to meet particular needs are available, prices on application with details. Specify intended use, make and model of the equipment you use, and print out detail. Sketches will be submitted with our quotation.



Oxford[®]



Catalog 701

card filing supplies

INDEX CARDS • CARD GUIDES • FLEXINDEX[®] EXPANDABLE
CARD INDEXING SYSTEM • VINYL CARD GUIDES

Box
Wgt.

18 lbs.

Box
wgt.

16 lbs.

Box
wgt.

8½ lbs.

nts to
and tan.)

Box
wgt.

5½ lbs.

general product information

PRECISION ROTARY CUT: OXFORD index cards are precision rotary cut for absolutely uniform size top to bottom.

PRECISION ROTARY RULED: Precision rotary ruling guarantees exactly the same line spacing on every horizontally ruled card, matching OXFORD standards for dependably consistent quality.

PACKAGING: Each hundred cards is put up in strong paper band, 3x5 and 4x6 sizes are boxed in lots of 1,000; 5x8, 8x5 and 6x9 sizes are boxed in lots of 500.

INDEX CARD STOCKS

STERLING GRADE—In 8 pt. and 10 pt. A 100% rag stock in cream white. A well recognized standard for use in permanent record files where resistance to wear and aging are important requirements.

OXFORD Grade—In 8½ pt. and 10½ pt. A 50% rag stock in blue white, buff, blue, salmon, canary and green, suitable for 20 year records under hard usage. 50% rag is also recommended for machine imprinted ledger forms where paper shreds and paper dust must be avoided.

JEFFERSON Grade—In 8½ pt. and 10½ pt. A #1 sulphite stock in white only made from selected pulps for 10 year records, with good writing surface and erasure qualities.

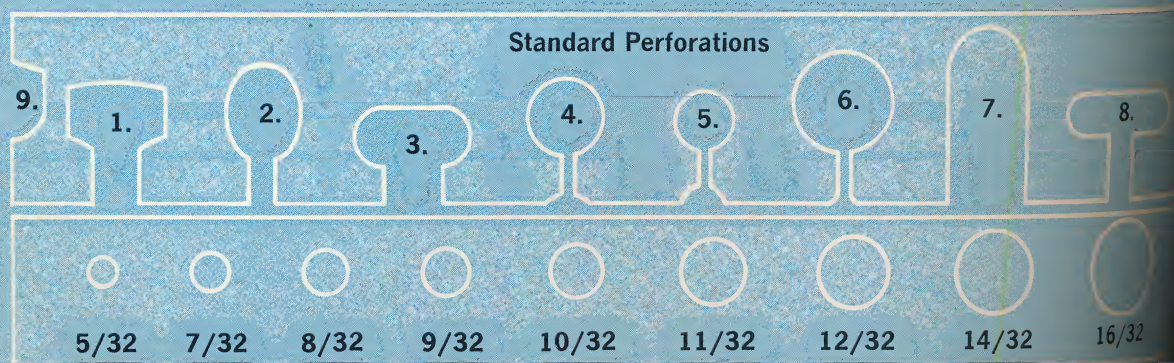
BROADWAY Grade—In 8½ pt. A #2 sulphite stock designed for good body, writing surface and erasure qualities. Offered in white, buff, blue, salmon, cherry, green and canary.

LENOX Grade—In 8 pt. A sulphite stock of commercial grade for temporary use.

INDEX CARD SIZES

Height is always mentioned first in stating size. Sizes available are 3x5, 4x6, 5x8, 6x9, 8x5.

SPECIAL SIZES AND FORMS: OXFORD manufactures millions of special index cards every year. This includes cards for all types of business activity—banking, insurance, manufacturing, selling, and many others. Sheet stocks in a variety of weights, grades and colors are carried for this purpose.



BLANK INDEX CARDS—3x5, 4x6, 5x8, 6x9 SIZES

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Carton	Wgt. per M
3x5 SIZE								
30	white	Lenox	8	\$.21	\$ 1.56	1M	10M	4½
7320	white	Broadway	8½	.23	2.04	1M	10M	4½
7320	buff	Broadway	8½	.28	2.31	1M	10M	4½
7320	blue	Broadway	8½	.28	2.31	1M	10M	4½
7320	salmon	Broadway	8½	.28	2.31	1M	10M	4½
7320	cherry	Broadway	8½	.28	2.31	1M	10M	4½
7320	green	Broadway	8½	.28	2.31	1M	10M	4½
7320	canary	Broadway	8½	.28	2.31	1M	10M	4½
4320	white	Jefferson	8½	.36	2.72	1M	10M	4½
4330	white	Jefferson	10½	.41	3.54	1M	—	6
4x6 SIZE								
40	white	Lenox	8	.32	2.80	1M	6M	7½
7420	white	Broadway	8½	.37	3.31	1M	6M	7½
7420	buff	Broadway	8½	.44	3.94	1M	6M	7½
7420	blue	Broadway	8½	.44	3.94	1M	6M	7½
7420	salmon	Broadway	8½	.44	3.94	1M	6M	7½
7420	green	Broadway	8½	.44	3.94	1M	6M	7½
7420	cherry	Broadway	8½	.44	3.94	1M	6M	7½
7420	canary	Broadway	8½	.44	3.94	1M	6M	7½
4420	white	Jefferson	8½	.51	4.57	1M	6M	7½
4430	white	Jefferson	10½	.70	5.90	1M	—	9½
5x8 SIZE								
50	white	Lenox	8	.51	4.36	500	4M	12½
7520	white	Broadway	8½	.64	5.45	500	4M	12½
7520	buff	Broadway	8½	.70	6.21	500	4M	12½
7520	blue	Broadway	8½	.70	6.21	500	4M	12½
7520	salmon	Broadway	8½	.70	6.21	500	4M	12½
7520	green	Broadway	8½	.70	6.21	500	4M	12½
7520	cherry	Broadway	8½	.70	6.21	500	4M	12½
7520	canary	Broadway	8½	.70	6.21	500	4M	12½
4520	white	Jefferson	8½	.81	7.36	500	4M	12½
4530	white	Jefferson	10½	1.10	9.51	500	—	15½
6x9 SIZE								
4620	white	Jefferson	8½	1.21	10.70	500	—	16

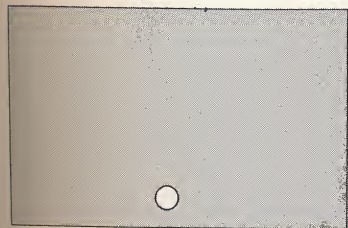
LIBRARY CATALOG CARDS—BLANK & RULED

7.5 x 12.5 centimeters, punched round hole

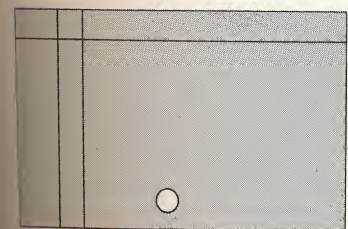
BLANK								
3200	cream white	Sterling	8	\$1.05	\$ 8.41	1M	—	4½
3300	cream white							
	white	Sterling	10	1.33	10.70	1M	—	6
RULED—one side, reverse side blank								
3205	cream white	Sterling	8	1.26	9.57	1M	—	4½
3305	cream white							
	white	Sterling	10	1.46	11.80	1M	—	6



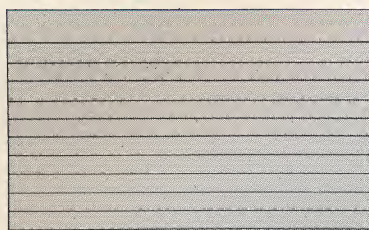
Stock No. 30



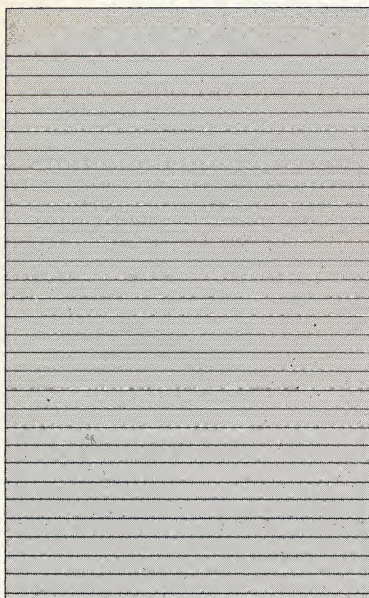
Stock No. 3200



Stock No. 3205



Stock No. 31



Stock No. 4821

CARD INDEXING SYSTEMS

In addition to the card guide sets listed on pages D9 through D32 of this catalog, card indexing systems meeting special alphabetic, numeric, subject, or geographic requirements can be designed and produced for your card files. Ask your Oxford dealer for assistance.

HORIZONTAL RULED CARDS — 3x5, 4x6, 5x8, 6x9, 8x5 SIZES

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Carton	Wgt. per M
3x5 SIZE								
ruled one side, reverse side blank								
31	white	Lenox	8	\$.21	\$ 1.56	1M	10M	4½
7321	white	Broadway	8½	.23	2.04	1M	10M	4½
7321	buff	Broadway	8½	.28	2.31	1M	10M	4½
7321	blue	Broadway	8½	.28	2.31	1M	10M	4½
7321	salmon	Broadway	8½	.28	2.31	1M	10M	4½
7321	cherry	Broadway	8½	.28	2.31	1M	10M	4½
7321	green	Broadway	8½	.28	2.31	1M	10M	4½
7321	canary	Broadway	8½	.28	2.31	1M	10M	4½
4321	white	Jefferson	8½	.41	3.14	1M	10M	4½
4331	white	Jefferson	10½	.46	3.94	1M	—	6
ruled two sides, tumblehead								
7321-2	white	Broadway	8½	.36	2.78	1M	10M	4½
4x6 SIZE								
ruled one side, reverse side blank								
41	white	Lenox	8	.32	2.80	1M	6M	7½
7421	white	Broadway	8½	.37	3.31	1M	6M	7½
7421	buff	Broadway	8½	.44	3.94	1M	6M	7½
7421	blue	Broadway	8½	.44	3.94	1M	6M	7½
7421	salmon	Broadway	8½	.44	3.94	1M	6M	7½
7421	green	Broadway	8½	.44	3.94	1M	6M	7½
7421	cherry	Broadway	8½	.44	3.94	1M	6M	7½
7421	canary	Broadway	8½	.44	3.94	1M	6M	7½
4421	white	Jefferson	8½	.65	5.09	1M	6M	7½
4431	white	Jefferson	10½	.76	6.45	1M	—	9½
ruled two sides, tumblehead								
7421-2	white	Broadway	8½	.51	4.52	1M	6M	7½
5x8 SIZE								
ruled one side, reverse side blank								
51	white	Lenox	8	.51	4.36	500	4M	12½
7521	white	Broadway	8½	.64	5.45	500	4M	12½
7521	buff	Broadway	8½	.70	6.21	500	4M	12½
7521	blue	Broadway	8½	.70	6.21	500	4M	12½
7521	salmon	Broadway	8½	.70	6.21	500	4M	12½
7521	green	Broadway	8½	.70	6.21	500	4M	12½
7521	cherry	Broadway	8½	.70	6.21	500	4M	12½
7521	canary	Broadway	8½	.70	6.21	500	4M	12½
4521	white	Jefferson	8½	1.00	8.41	500	4M	12½
4531	white	Jefferson	10½	1.21	10.55	500	—	15½
ruled two sides, tumblehead								
7521-2	white	Broadway	8½	.78	6.95	500	4M	12½
6x9 SIZE ruled one side, reverse side blank								
4621	white	Jefferson	8½	1.41	11.85	500	—	16
8x5 SIZE ruled one side, reverse side blank								
4821	white	Jefferson	8½	1.10	9.39	500	—	12½

PRINTED FORMS

index cards

5x8 SIZE — PRINTED FORMS (all cards banded in 100's)

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Wgt. per M
PERPETUAL INVENTORY RECORD—printed two sides, alike, tumblehead							
2538	white	Jefferson	10½	\$3.19	\$25.00	500	15½
CONTINUOUS BALANCE LEDGER—printed and ruled two sides, alike, tumblehead							
1537	cream white	Oxford	10	3.77	31.85	500	15½
EMPLOYEES PAYROLL AND TAX RECORD—printed two sides, not alike, tumblehead							
25291	buff	Oxford	8½	3.00	22.70	500	12½
EMPLOYEES HISTORY AND TAX RECORD—printed two sides, not alike, tumblehead							
25292	salmon	Broadway	8½	3.00	22.70	500	12½

Stock No. 1837

8x5 SIZE — PRINTED FORMS

CONTINUOUS BALANCE LEDGER—printed and ruled two sides, alike, tumblehead

1837	buff	Oxford	10½	3.77	31.85	500	15½
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Stock No. 2538

Stock No. 1537

Stock No. 25291

Stock No. 25292

PRINTED FORMS

[illegible]

Stock No. 4328

EXPIRES		Name of Assured	
Month	Day		
Year		Location	
Policy No.		Company	Amount
		Property	Premium
			Rate
			Term
			Benefit
		Broker	Editor

United Form No. 73251

Stock No. 23201

[illegible]

Stock Nos. 23205, 23202

LOCATION						
EXPIRATION						
Month	Day	Year	Appraised			
			Address			
			Mortgagee			
POLICY NO.	COMPANY	AMOUNT	Term	Rate	Premium	
Furniture	Building		Stock	Machinery		
Location						230
Boiler						
Richard Evans No. 7335A						

Stock Nos. 23204, 23203

[illegible]

Stock No. 4327

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																												
FIRM NAME																		PHONE														CREDIT																										
ADDRESS																		BANK-BUT COUNTRY														CREDIT																										
																																LIMIT OF CREDIT									CREDIT																	
CLIENTS																		OUR SALESMAN														CREDIT																										
INDIVIDUAL																		IN DIVISION'S HANDS														CREDIT																										
19																		10														19									10									REMARKS (SEE EXPLANATIONS)								
PURCHASES																		PURCHASES														PURCHASES									PURCHASES																	
JAN.																																																										
FEB.																																																										
MAR.																																																										
APR.																																																										
MAY																																																										
JUN.																																																										
JUL.																																																										
AUG.																																																										
SEP.																																																										
OCT.																																																										
NOV.																																																										
DEC.																																																										

Official Form No. 2429

Stock No. 2428

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NAME																														
ADDRESS																														
BUSINESS																														
SOURCE OF INQUIRY																														
INTERESTED IN																														
NAME																														
GALLER																														
LISTEN ON																														
MAILING DATE																														
YES NO																														
REMARKS																														

Stock No. 2329

3x5 SIZE — PRINTED FORMS (all cards banded in 100's)

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Wgt. per M
SALES FOLLOW UP—printed one side only, reverse side blank							
2329	white	Jefferson	8½	\$1.05	\$ 8.70	1M	4½
SALES RECORD, QUOTATIONS—printed one side, reverse side blank							
4328	white	Jefferson	8½	1.00	8.00	1M	4½
INSURANCE EXPIRATION AND LINE RECORD—printed one side, reverse side blank							
23201	white	Jefferson	8½	1.05	8.70	1M	4½
23202*	white	Jefferson	8½	1.16	9.40	1200	4½
23204	white	Jefferson	8½	1.05	8.70	1M	4½
23205*	white	Jefferson	8½	1.16	9.40	1200	4½
23203	white	Jefferson	8½	1.05	8.70	1M	4½
*Tabbed 1/12 cut, tabs printed Jan. to Dec., 100 cards of a month per pack							
CONTINUOUS BALANCE LEDGER—printed two sides, alike, tumblehead							
4327	white	Jefferson	8½	1.05	8.70	1M	4½

4x6 SIZE — PRINTED FORMS

SALES AND CREDIT RECORD —printed one side, horizontally ruled on reverse, tumblehead							
2428	white	Jefferson	8½	1.75	13.80	1M	6
CONTINUOUS BALANCE LEDGER —printed two sides, alike, tumblehead							
4437	white	Jefferson	10½	1.75	13.80	1M	9½
INVENTORY AND PURCHASE RECORD —printed two sides, alike, head to head							
2427	white	Jefferson	8½	1.75	13.80	1M	7½

[illegible]

Stock No. 4437

[illegible]

Stock No. 2427



general product information

CARD GUIDE STOCKS

Oxford Grade Blue Pressboard—In 25 Point

A hard, dense stock of superior rigidity and strength in Oxford's distinctive pearl blue color, made to our own specifications from virgin pulps. Oxford Grade Blue pressboard meets or exceeds Federal Specifications for Type II and is standard almost throughout the Oxford Card Guide pressboard line. Make your first choice Oxford Grade.

Broadway Grade Grey Pressboard—In 25 Point

A true pearl grey color, rather than an off shade of green, identifies Oxford's Broadway Grade pressboard, designed for durability and lower cost. Used for tabulating card size guides and made to order guides.

Oxford Black Fiberboard—In 25 Point

Oxford's Black Fiberboard matches Oxford Grade Blue Pressboard in bursting strength and most other characteristics. It is eminently suitable for files where active operation requires resistance to wear and smudge. Used for angular cell and flat insertable cell check and tab guides. Black Fiberboard makes tab titles quickly visible.

Oxford Grade Index Bristol—In 17 Point

A premium grade sulphite bristol formulated with longer fibers for extra stamina. Its greater tear and bursting strengths and surface finish are specifically designed for card guide use. Offered in buff, blue, and salmon colors in plain, printed, Oxceloid® and celluloided tab styles.

Broadway Grade Index Bristol—In 17 Point

A commercial grade sulphite bristol designed for adequate performance at lower cost. In buff, blue or salmon and offered in plain, printed, and Oxceloid® tab styles only.

Oxford Vinyl—In 15 Point

Colorful Oxford rigid vinyl is the newest of card guide materials offering superior space savings combined with a rigidity and toughness not found in paper stocks. In black, tan, red, orange, yellow, green, blue, and clear. Offered in plain and flat insertable tab styles on card and check guides and available for made to order items.

TAB STYLES

Self Tabs

Card and check guides with tabs cut from the body material are available in all of the stocks listed above. All self tabs on paper stock and vinyl card guides are 3/8" high; on check guides 1/2" high.

Flat Fused Tabs

A heavy, non-flammable rigid plastic covering, bonded to fronts and backs of printed tabs, protects the tab surface from smudge and wear. Folded over construction and deep "skirts" strengthen the top edge and base of the tab for longer tab life.

Oxceloid® Tabs

Printed tabs are double dipped in a clear plastic to coat both tab surfaces and the entire top edge of the card guide. Oxceloid® reinforces, resists smudge, prevents "dog eared" corners, and is far superior to celluloided tabs in performance at lower cost. Specify Oxceloid® for printed tab protection.

Slanted Steel Tabs

Slanted number 0 steel tabs (1" wide), standard on steel tab pressboard card guide items, are firmly anchored for years of active service. Smooth clam shell edges won't catch cards and window openings are precisely shaped for easy insertion and firm label retention. Slanted steel tabs are 1/2" high. 6 x 9 guides carry number 1 straight steel tabs 1/2" high.

Angular Cell Tabs

Clear, insertable cellulose acetate tabs with faces at a 45° angle for greater visibility are tightly bonded to supporting self tabs of black fiberboard. 1/4" exposure in lengths of 3/4", 15/16", 1 1/8", 1 5/8", and 2 3/8" are standard tab sizes for card size file guides.

Flat Insertable Cell Tabs

Insertable one or two sides, flat insertable cell tabs are offered in exposures of 3/8", 5/8", 3/4" and 1" and in lengths up to 3 1/2" on made to order items. In 3/4" and 1" exposures on tab card size guides in 1" exposures on check size guides.

Thindex® Tabs

A superior flat insertable cell tab design without an extended skirt. Thindex tabs do not add space wasting thickness to card files. In 1/4" exposure on standard card size guides in tab lengths of 3/4", 15/16", 1 3/8", 1 5/8" and 2 3/8"; in 3/8" exposure on made to order guides in 1 1/2", 2", 2 1/2" and lengths. Supporting self tabs are 3/8" high (1 1/2" exposure) or 1/2" high (3/8" exposure).

Vinyl Insertable Tabs

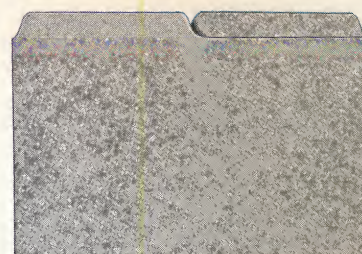
A flat insertable design based on fused construction without a space wasting extended skirt. 1/4" exposure on standard card size guides in tab lengths of 3/4", 15/16", 1 3/8", 1 5/8", 2 3/8"; in 5/8" exposure in 2" and 3 1/2" lengths for made to order sizes. Available in other sizes to order. Supporting self tabs are 7/16" high (1/4" exposure).

OXFORD CARD GUIDE SIZES

Oxford card guides are designed to fit all standard card cabinets, tubs and trays. See "Tab Styles" (page D8) for tab heights.

Standard Body Sizes	Description
H x W	
3 x 5	Card
3¼ x 7¾	Tabulating card
3½ x 8¾	check card
4 x 6	card
4 x 9	check card
5 x 8	card
6 x 9	card
8 x 3¼ *	tabulating card
8 x 5	card
8½ x 5	savings ledger
8½ x 6	savings ledger
8½ x 3¼ *	tabulating card
9 x 6	ledger
9½ x 4½	document

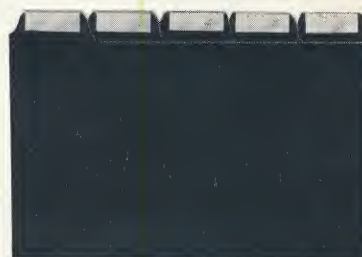
*overall size including tab



Stock No. P322



Stock No. AC313

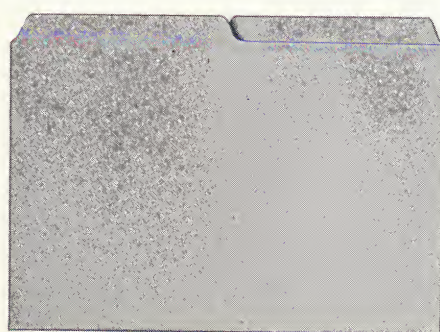


Stock No. TH315

BLANK TAB, 3x5 SIZE

All insertable tab styles supplied with blank label inserts.
Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C	500 up Per M	P'k'g Box	Wgt. Per M
FULL CUT							
311	Buff	Oxford Bristol	Self	\$ 1.60	\$ 13.25	100	9 lbs.
HALF CUT							
312	Buff, Blue, Salmon	Oxford Bristol	Self	1.60	13.25	100	9
P322	Blue	Oxford Pressboard	Self	2.00	16.05	100	12
THIRD CUT							
313	Buff, Blue, Salmon	Oxford Bristol	Self	1.60	13.25	100	9
B323	Buff, Blue, Salmon	Broadway Bristol	Self	1.05	8.95	100	9
P313	Blue	Oxford Pressboard	Self	2.00	16.05	100	12
AC313	Black	Fiberboard	Ang. Cell., Insertable	12.25	102.85	25	20
TH313	Black	Fiberboard	Thindex®, Insertable	12.25	102.85	100	20
FIFTH CUT							
315	Buff, Blue, Salmon	Oxford Bristol	Self	1.60	13.25	100	9
B325	Buff, Blue, Salmon	Broadway Bristol	Self	1.05	8.95	100	9
P315	Blue	Oxford Pressboard	Self	2.00	16.05	100	12
AC315	Black	Fiberboard	Ang. Cell., Insertable	12.25	102.85	25	20
TH315	Black	Fiberboard	Thindex®, Insertable	12.25	102.85	100	20
35-5	Blue	Oxford Pressboard	Steel, Insertable	10.55	87.25	100	25



Stock No. 412



Stock No. AC413

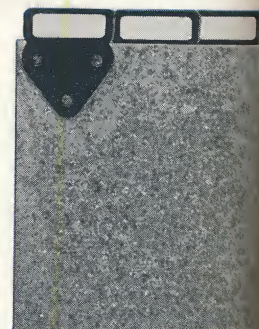
BLANK TAB, 4x6 SIZE

All insertable tab styles supplied with blank label inserts.
Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C	500 up Per M	P'k'g Box	Wgt. Per M
HALF CUT							
412	Buff, Blue, Salmon	Oxford Bristol	Self	\$ 2.50	\$ 21.25	100	14 lbs.
P412	Blue	Oxford Pressboard	Self	3.20	25.70	100	24
THIRD CUT							
413	Buff, Blue, Salmon	Oxford Bristol	Self	2.50	21.25	100	14
B423	Buff, Blue, Salmon	Broadway Bristol	Self	1.65	14.35	100	14
P413	Blue	Oxford Pressboard	Self	3.20	25.70	100	24
AC413	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40
TH413	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40
FIFTH CUT							
415	Buff, Blue, Salmon	Oxford Bristol	Self	2.50	21.25	100	14
B425	Buff, Blue, Salmon	Broadway Bristol	Self	1.65	14.35	100	14
P415	Blue	Oxford Pressboard	Self	3.20	25.70	100	24
AC415	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40
TH415	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40
46-5	Blue	Oxford Pressboard	Steel, Insertable	11.60	96.95	100	35



Stock No. P415



Stock No. 46-5

BLANK TAB, 5x8 SIZE

All insertable tab styles supplied with blank label inserts.
Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C	500 up Per M	P'k'g Box	Wgt. Per M
HALF CUT							
512	Buff, Blue, Salmon	Oxford Bristol	Self	\$ 4.05	\$ 33.10	100	24 lbs.
THIRD CUT							
513	Buff, Blue, Salmon	Oxford Bristol	Self	4.05	33.10	100	24
B523	Buff, Blue, Salmon	Broadway Bristol	Self	2.50	22.10	100	24
P513	Blue	Oxford Pressboard	Self	4.80	39.75	100	41
AC513	Black	Fiberboard	Ang. Cell., Insertable	16.70	140.00	25	60
TH513	Black	Fiberboard	Thindex®, Insertable	16.70	140.00	100	60
FIFTH CUT							
515	Buff, Blue, Salmon	Oxford Bristol	Self	4.05	33.10	100	24
B525	Buff, Blue, Salmon	Broadway Bristol	Self	2.50	22.10	100	24
P515	Blue	Oxford Pressboard	Self	4.80	39.75	100	41
AC515	Black	Fiberboard	Ang. Cell., Insertable	16.70	140.00	25	60
TH515	Black	Fiberboard	Thindex®, Insertable	16.70	140.00	100	60
58-5	Blue	Oxford Pressboard	Steel, Insertable	13.60	113.00	100	53

BLANK TAB, 6x9 SIZE

All insertable tab styles supplied with blank label inserts.
Steel tab guides supplied with clear cell windows.

FIFTH CUT							
6905	Buff	Oxford Bristol	Self	\$ 5.60	\$ 45.70	100	35 lbs.
P6905	Blue	Oxford Pressboard	Self	6.55	53.40	100	57
69-5	Blue	Oxford Pressboard	Steel, Insertable	15.55	129.65	100	66

BLANK TAB, 8x5 SIZE

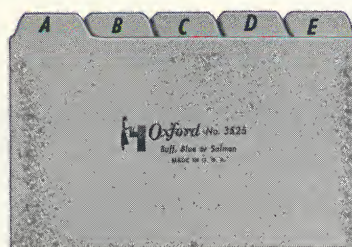
THIRD CUT							
813	Buff	Oxford Bristol	Self	4.05	33.10	100	24
FIFTH CUT							
815	Buff	Oxford Bristol	Self	4.05	33.10	100	24
85-5	Blue	Oxford Pressboard	Steel, Insertable	13.60	113.00	100	53

BLANK TAB, 9½x4½ SIZE

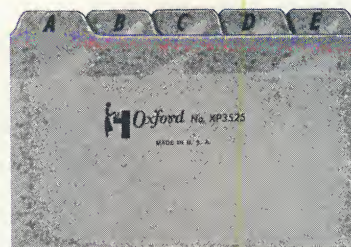
HALF CUT							
94-2	Blue	Oxford Pressboard	Steel, Insertable	13.60	113.00	100	57
THIRD CUT							
9403	Buff	Oxford Bristol	Self	4.05	33.10	100	26

Separate Tab Positions

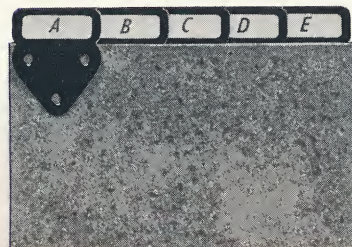
All card guides are available in tab positions not cataloged. For plain self tab items in pressboard or bristol add 10% to catalog prices. For attached tab items (slanted steel tabs, angular cell tabs, Thindex tabs) no extra charges will be made. Write for prices for all other styles. Specify separate tab positions by style, exposure, cut (1/5, 1/3) and position from the left (-1, -2, -3, -4, -5)



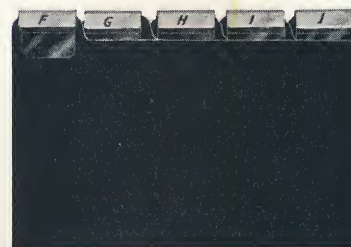
Stock No. 3525



Stock No. XP3525



Stock No. 35M25



Stock No. AC3525

3x5 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION							
3525	Buff, Blue, Salmon	Oxford Bristol	Self	\$.51	\$.47	1	1/4
X3525	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	.84	.81	1	1/2
C3525	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	1.50	1.34	1	1/3
2535	Buff, Blue, Salmon	Broadway Bristol	Self	.29	.27	4 Sets/box	1/4
X2535	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	.76	.70	1	1/3
P3525	Blue	Oxford Pressboard	Self	.67	.62	1	1/2
XP3525	Blue	Oxford Pressboard	Self, Oxceloid®	1.10	.99	1	1/2
A3525	Blue	Oxford Pressboard	Self, Celluloided	1.70	1.51	1	1/2
AC3525	Black	Fiberboard	Ang. Cell., Insertable	3.39	3.10	1	3/4
35M25	Blue	Oxford Pressboard	Steel, Insertable	3.34	3.14	1	3/4
40 DIVISION							
3540	Buff	Oxford Bristol	Self	1.20	1.05	1	1/2
C3540	Buff	Oxford Bristol	Self, Celluloided	2.90	2.55	1	1/2
P3540	Blue	Oxford Pressboard	Self	1.50	1.35	1	3/4
XP3540	Blue	Oxford Pressboard	Self, Oxceloid®	2.15	1.99	1	3/4
AC3540	Black	Fiberboard	Ang. Cell., Insertable	6.00	5.36	2	1
35M40	Blue	Oxford Pressboard	Steel, Insertable	6.30	5.71	1	1 1/4
80 DIVISION							
3580	Buff	Oxford Bristol	Self	2.40	2.15	1	3/4
C3580	Buff	Oxford Bristol	Self, Celluloided	5.75	5.17	1	1
P3580	Blue	Oxford Pressboard	Self	2.90	2.55	1	1 1/2
XP3580	Blue	Oxford Pressboard	Self, Oxceloid®	4.25	3.87	1	1 3/4
AC3580	Black	Fiberboard	Ang. Cell., Insertable	11.80	10.70	3	1 3/4
35M80	Blue	Oxford Pressboard	Steel, Insertable	12.25	11.25	1	2 1/4

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
120 DIVISION							
35120	Buff	Oxford Bristol	Self	\$ 4.35	\$ 3.92	1	1¼
C35120	Buff	Oxford Bristol	Self, Celluloided	9.20	8.41	1	1½
P35120	Blue	Oxford Pressboard	Self	5.05	4.57	1	2¼
XP35120	Blue	Oxford Pressboard	Self, Oxceloid®	7.15	6.52	1	2½
AC35120	Black	Fiberboard	Ang. Cell., Insertable	18.65	16.95	1	2½
35M120	Blue	Oxford Pressboard	Steel, Insertable	19.25	17.50	1	3½
160 DIVISION							
35160	Buff	Oxford Bristol	Self	5.85	—	1	1½
C35160	Buff	Oxford Bristol	Self, Celluloided	11.80	—	1	2
P35160	Blue	Oxford Pressboard	Self	6.50	—	1	3
XP35160	Blue	Oxford Pressboard	Self, Oxceloid®	9.85	—	1	3½
AC35160	Black	Fiberboard	Ang. Cell., Insertable	23.65	—	1	3½
35M160	Blue	Oxford Pressboard	Steel, Insertable	24.40	—	1	4½
240 DIVISION							
35240	Buff	Oxford Bristol	Self	10.95	—	1	2¼
C35240	Buff	Oxford Bristol	Self, Celluloided	19.85	—	1	3
P35240	Blue	Oxford Pressboard	Self	11.70	—	1	4½
XP35240	Blue	Oxford Pressboard	Self, Oxceloid®	16.75	—	1	5
AC35240	Black	Fiberboard	Ang. Cell., Insertable	39.75	—	1	5
35M240	Blue	Oxford Pressboard	Steel, Insertable	38.65	—	1	6¾
320 DIVISION							
35320	Buff	Oxford Bristol	Self	14.85	—	1	3
C35320	Buff	Oxford Bristol	Self, Celluloided	25.30	—	1	4
P35320	Blue	Oxford Pressboard	Self	15.00	—	1	6
XP35320	Blue	Oxford Pressboard	Self, Oxceloid®	21.65	—	1	6¾
AC35320	Black	Fiberboard	Ang. Cell., Insertable	50.65	—	2	6¾
35M320	Blue	Oxford Pressboard	Steel, Insertable	49.45	—	2	9
480 DIVISION							
35480	Buff	Oxford Bristol	Self	22.35	—	2	4½
C35480	Buff	Oxford Bristol	Self, Celluloided	37.95	—	1	6
P35480	Blue	Oxford Pressboard	Self	22.50	—	1	8¾
XP35480	Blue	Oxford Pressboard	Self, Oxceloid®	32.45	—	2	9¾
AC35480	Black	Fiberboard	Ang. Cell., Insertable	75.90	—	2	10
35M480	Blue	Oxford Pressboard	Steel, Insertable	74.10	—	2	13½
720 DIVISION							
35720	Buff	Oxford Bristol	Self	33.35	—	3	6¾
C35720	Buff	Oxford Bristol	Self, Celluloided	55.95	—	2	8
P35720	Blue	Oxford Pressboard	Self	33.75	—	2	13
XP35720	Blue	Oxford Pressboard	Self, Oxceloid®	48.60	—	2	15
AC35720	Black	Fiberboard	Ang. Cell., Insertable	113.80	—	3	15
35M720	Blue	Oxford Pressboard	Steel, Insertable	111.20	—	3	20
1000 DIVISION							
351000	Buff	Oxford Bristol	Self	46.35	—	4	9¼
C351000	Buff	Oxford Bristol	Self, Celluloided	79.05	—	2	12
P351000	Blue	Oxford Pressboard	Self	46.80	—	2	18
XP351000	Blue	Oxford Pressboard	Self, Oxceloid®	67.50	—	3	20
AC351000	Black	Fiberboard	Ang. Cell., Insertable	158.00	—	4	20
35M1000	Blue	Oxford Pressboard	Steel, Insertable	154.40	—	4	26

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

4x6 SIZE A-Z SETS

Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION							
4625	Buff, Blue, Salmon	Oxford Bristol	Self	\$.76	\$.70	1	1 1/2
X4625	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	1.35	1.26	1	1 1/2
C4625	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	1.95	1.70	1	1 1/2
2546	Buff, Blue, Salmon	Broadway Bristol	Self	.42	.40	4 ^{Sets/box}	1 1/2
X2546	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	1.20	1.10	1	1 1/2
P4625	Blue	Oxford Pressboard	Self	.89	.84	1	3/4
XP4625	Blue	Oxford Pressboard	Self, Oxceloid®	1.45	1.33	1	1
A4625	Blue	Oxford Pressboard	Self, Celluloided	2.20	1.98	1	1
AC4625	Black	Fiberboard	Ang. Cell., Insertable	4.08	3.70	1	1
46M25	Blue	Oxford Pressboard	Steel, Insertable	3.59	3.40	1	1 1/2
40 DIVISION							
4640	Buff	Oxford Bristol	Self	1.50	1.39	1	3/4
C4640	Buff	Oxford Bristol	Self, Celluloided	3.55	3.24	1	3/4
P4640	Blue	Oxford Pressboard	Self	1.80	1.64	1	1 1/4
XP4640	Blue	Oxford Pressboard	Self, Oxceloid®	2.70	2.42	1	1 1/4
AC4640	Black	Fiberboard	Ang. Cell., Insertable	6.90	6.27	2	1 3/4
46M40	Blue	Oxford Pressboard	Steel, Insertable	6.55	5.89	1	2
80 DIVISION							
4680	Buff	Oxford Bristol	Self	3.05	2.77	1	1 1/4
C4680	Buff	Oxford Bristol	Self, Celluloided	7.20	6.52	1	1 1/2
P4680	Blue	Oxford Pressboard	Self	3.70	3.34	1	2 1/4
XP4680	Blue	Oxford Pressboard	Self, Oxceloid®	5.35	4.82	1	2 1/2
AC4680	Black	Fiberboard	Ang. Cell., Insertable	13.65	12.40	3	2 3/4
46M80	Blue	Oxford Pressboard	Steel, Insertable	13.05	11.80	1	4
120 DIVISION							
46120	Buff	Oxford Bristol	Self	5.25	4.75	1	1 3/4
C46120	Buff	Oxford Bristol	Self, Celluloided	11.35	10.35	1	2 1/4
P46120	Blue	Oxford Pressboard	Self	6.30	5.74	1	3 1/2
XP46120	Blue	Oxford Pressboard	Self, Oxceloid®	8.85	8.06	1	3 3/4
AC46120	Black	Fiberboard	Ang. Cell., Insertable	21.25	19.35	1	4
46M120	Blue	Oxford Pressboard	Steel, Insertable	20.40	18.60	1	5 3/4
160 DIVISION							
46160	Buff	Oxford Bristol	Self	7.05	—	1	2 1/4
C46160	Buff	Oxford Bristol	Self, Celluloided	14.60	—	1	3
P46160	Blue	Oxford Pressboard	Self	7.90	—	1	4 1/2
XP46160	Blue	Oxford Pressboard	Self, Oxceloid®	11.45	—	1	5
AC46160	Black	Fiberboard	Ang. Cell., Insertable	27.00	—	1	5 1/4
46M160	Blue	Oxford Pressboard	Steel, Insertable	25.95	—	1	7 1/2
240 DIVISION							
46240	Buff	Oxford Bristol	Self	12.80	—	1	3 1/2
C46240	Buff	Oxford Bristol	Self, Celluloided	23.90	—	1	4 1/2
P46240	Blue	Oxford Pressboard	Self	14.10	—	1	6 3/4
XP46240	Blue	Oxford Pressboard	Self, Oxceloid®	19.50	—	1	7 1/2
AC46240	Black	Fiberboard	Ang. Cell., Insertable	44.90	—	1	8 3/4
46M240	Blue	Oxford Pressboard	Steel, Insertable	40.95	—	1	10

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
320 DIVISION							
46320	Buff	Oxford Bristol	Self	\$ 17.50	—	1	4¾
C46320	Buff	Oxford Bristol	Self, Celluloided	30.50	—	1	5¾
P46320	Blue	Oxford Pressboard	Self	18.10	—	1	9½
XP46320	Blue	Oxford Pressboard	Self, Oxceloid®	25.20	—	1	10
AC46320	Black	Fiberboard	Ang. Cell., Insertable	57.35	—	2	10¾
46M320	Blue	Oxford Pressboard	Steel, Insertable	52.60	—	2	12½
480 DIVISION							
46480	Buff	Oxford Bristol	Self	26.20	—	2	7
C46480	Buff	Oxford Bristol	Self, Celluloided	45.85	—	1	9
P46480	Blue	Oxford Pressboard	Self	27.10	—	1	13
XP46480	Blue	Oxford Pressboard	Self, Oxceloid®	37.70	—	2	15
AC46480	Black	Fiberboard	Ang. Cell., Insertable	85.90	—	2	16
46M480	Blue	Oxford Pressboard	Steel, Insertable	78.75	—	2	18½
720 DIVISION							
46720	Buff	Oxford Bristol	Self	38.50	—	3	10½
C46720	Buff	Oxford Bristol	Self, Celluloided	68.75	—	2	13
P46720	Blue	Oxford Pressboard	Self	40.70	—	2	21
XP46720	Blue	Oxford Pressboard	Self, Oxceloid®	56.60	—	2	23
AC46720	Black	Fiberboard	Ang. Cell., Insertable	128.90	—	3	24
46M720	Blue	Oxford Pressboard	Steel, Insertable	118.20	—	3	26
1000 DIVISION							
461000	Buff	Oxford Bristol	Self	54.60	—	4	14¾
C461000	Buff	Oxford Bristol	Self, Celluloided	95.40	—	2	18
P461000	Blue	Oxford Pressboard	Self	56.55	—	2	28
XP461000	Blue	Oxford Pressboard	Self, Oxceloid®	77.20	—	3	31
AC461000	Black	Fiberboard	Ang. Cell., Insertable	179.00	—	4	33
46M1000	Blue	Oxford Pressboard	Steel, Insertable	164.15	—	4	42



Stock No. 4640



Stock No. 46M25

WHAT SIZE A-Z SUBDIVISION?

Divide the total number of cards by the number of cards per guide desired (see below) to indicate the proper subdivision A-Z. (Example: 19000 cards divided by 40 cards per guide equals 475. Choose 480 div. A-Z)

40 cards for every guide will provide adequate indexing for most card files. For exceptional activity, use 30 cards per guide. Where reference is only occasional, 50-60 cards between every guide is satisfactory



Stock No. XP4625



Stock No. C5840



Stock No. 58M25

5x8 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION							
5825	Buff, Blue, Salmon	Oxford Bristol	Self	\$ 1.05	\$.94	1	1/2
X5825	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	1.85	1.70	1	3/4
C5825	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	2.50	2.27	1	3/4
2558	Buff, Blue, Salmon	Broadway Bristol	Self	.64	.60	4 Sets/box	1/2
X2558	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	1.45	1.33	1	3/4
P5825	Blue	Oxford Pressboard	Self	1.35	1.25	1	1 1/4
XP5825	Blue	Oxford Pressboard	Self, Oxceloid®	2.15	1.94	1	1 1/2
A5825	Blue	Oxford Pressboard	Self, Celluloided	2.95	2.61	1	1 1/2
AC5825	Black	Fiberboard	Ang. Cell., Insertable	4.55	4.15	1	1 1/2
58M25	Blue	Oxford Pressboard	Steel, Insertable	4.00	3.82	1	1 5/8
40 DIVISION							
5840	Buff	Oxford Bristol	Self	2.05	1.82	1	1
C5840	Buff	Oxford Bristol	Self, Celluloided	4.55	4.07	1	1 1/4
P5840	Blue	Oxford Pressboard	Self	2.50	2.32	1	2
XP5840	Blue	Oxford Pressboard	Self, Oxceloid®	3.60	3.29	1	2 1/4
AC5840	Black	Fiberboard	Ang. Cell., Insertable	7.90	7.20	2	2 1/2
58M40	Blue	Oxford Pressboard	Steel, Insertable	7.30	6.57	1	3
80 DIVISION							
5880	Buff	Oxford Bristol	Self	4.10	3.70	1	2
C5880	Buff	Oxford Bristol	Self, Celluloided	9.00	8.11	1	2 1/2
P5880	Blue	Oxford Pressboard	Self	5.05	4.57	1	4
XP5880	Blue	Oxford Pressboard	Self, Oxceloid®	7.30	6.52	1	4 1/4
AC5880	Black	Fiberboard	Ang. Cell., Insertable	15.95	14.50	3	4 1/2
58M80	Blue	Oxford Pressboard	Steel, Insertable	14.35	13.05	1	4 3/4

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
120 DIVISION							
58120	Buff	Oxford Bristol	Self	\$ 6.90	\$ 6.19	1	3
C58120	Buff	Oxford Bristol	Self, Celluloided	14.25	12.90	1	3½
P58120	Blue	Oxford Pressboard	Self	8.20	7.56	1	5¾
XP58120	Blue	Oxford Pressboard	Self, Oxceloid®	11.40	10.45	1	6½
AC58120	Black	Fiberboard	Ang. Cell., Insertable	24.75	22.50	1	6¾
58M120	Blue	Oxford Pressboard	Steel, Insertable	22.45	20.40	1	7
160 DIVISION							
58160	Buff	Oxford Bristol	Self	9.10	—	1	4
C58160	Buff	Oxford Bristol	Self, Celluloided	18.00	—	1	4¾
P58160	Blue	Oxford Pressboard	Self	10.50	—	1	7¾
XP58160	Blue	Oxford Pressboard	Self, Oxceloid®	15.80	—	1	8½
AC58160	Black	Fiberboard	Ang. Cell., Insertable	34.30	—	1	8¾
58M160	Blue	Oxford Pressboard	Steel, Insertable	28.50	—	1	9¼
240 DIVISION							
58240	Buff	Oxford Bristol	Self	15.85	—	1	6
C58240	Buff	Oxford Bristol	Self, Celluloided	29.30	—	1	7
P58240	Blue	Oxford Pressboard	Self	17.90	—	1	12
XP58240	Blue	Oxford Pressboard	Self, Oxceloid®	25.85	—	1	13
AC58240	Black	Fiberboard	Ang. Cell., Insertable	52.00	—	1	13
58M240	Blue	Oxford Pressboard	Steel, Insertable	44.85	—	1	14
320 DIVISION							
58320	Buff	Oxford Bristol	Self	21.25	—	1	8
C58320	Buff	Oxford Bristol	Self, Celluloided	37.35	—	1	10
P58320	Blue	Oxford Pressboard	Self	23.00	—	1	16
XP58320	Blue	Oxford Pressboard	Self, Oxceloid®	33.60	—	1	17
AC58320	Black	Fiberboard	Ang. Cell., Insertable	66.05	—	2	17
58M320	Blue	Oxford Pressboard	Steel, Insertable	57.30	—	2	19
480 DIVISION							
58480	Buff	Oxford Bristol	Self	30.85	—	2	12
C58480	Buff	Oxford Bristol	Self, Celluloided	56.10	—	1	14
P58480	Blue	Oxford Pressboard	Self	34.45	—	1	23
XP58480	Blue	Oxford Pressboard	Self, Oxceloid®	50.40	—	2	26
AC58480	Black	Fiberboard	Ang. Cell., Insertable	99.00	—	2	26
58M480	Blue	Oxford Pressboard	Steel, Insertable	85.75	—	2	28
720 DIVISION							
58720	Buff	Oxford Bristol	Self	47.10	—	3	18
C58720	Buff	Oxford Bristol	Self, Celluloided	84.10	—	2	21
P58720	Blue	Oxford Pressboard	Self	51.70	—	2	35
XP58720	Blue	Oxford Pressboard	Self, Oxceloid®	75.50	—	2	39
AC58720	Black	Fiberboard	Ang. Cell., Insertable	148.50	—	3	39
58M720	Blue	Oxford Pressboard	Steel, Insertable	128.65	—	3	41
1000 DIVISION							
581000	Buff	Oxford Bristol	Self	66.70	—	4	24½
C581000	Buff	Oxford Bristol	Self, Celluloided	116.70	—	2	29
P581000	Blue	Oxford Pressboard	Self	71.70	—	2	48
XP581000	Blue	Oxford Pressboard	Self, Oxceloid®	104.75	—	3	52
AC581000	Black	Fiberboard	Ang. Cell., Insertable	206.05	—	4	52
58M1000	Blue	Oxford Pressboard	Steel, Insertable	178.75	—	4	56

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.



Stock No. C8525

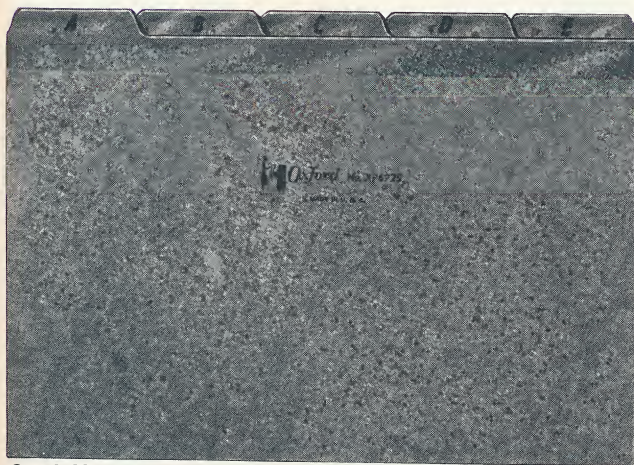


Stock No. 85M25

8x5 SIZE A-Z SETS

Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION							
8525	Buff	Oxford Bristol	Self	\$ 1.15	\$ 1.05	1	1/2
C8525	Buff	Oxford Bristol	Self, Celluloided	2.70	2.44	1	3/4
P8525	Blue	Oxford Pressboard	Self	1.50	1.33	1	1 1/4
85M25	Blue	Oxford Pressboard	Steel, Insertable	4.25	3.96	1	1 3/4
40 DIVISION							
8540	Buff	Oxford Bristol	Self	2.05	1.82	1	1
C8540	Buff	Oxford Bristol	Self, Celluloided	4.55	4.07	1	1 1/4
P8540	Blue	Oxford Pressboard	Self	2.50	2.32	1	2
85M40	Blue	Oxford Pressboard	Steel, Insertable	7.30	6.57	1	2 1/2
80 to 320 DIVISION							
8580	Buff	Oxford Bristol	Self	4.10	3.70	1	2
85M80	Blue	Oxford Pressboard	Steel, Insertable	14.35	13.05	1	4 3/4
85M120	Blue	Oxford Pressboard	Steel, Insertable	22.45	20.40	1	6 3/4
85M160	Blue	Oxford Pressboard	Steel, Insertable	28.50	—	2	9 1/2
85M240	Blue	Oxford Pressboard	Steel, Insertable	44.85	—	3	14
85M320	Blue	Oxford Pressboard	Steel, Insertable	57.30	—	3	19



Stock No. XP6925



Stock No. 9425

6x9 SIZE A-Z SETS*Insertable tab styles furnished with green cell windows*

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION							
6925	Buff	Oxford Bristol	Self	\$ 1.50	\$ 1.41	1	3/4
P6925	Blue	Oxford Pressboard	Self	1.90	1.70	1	1½
XP6925	Blue	Oxford Pressboard	Self, Oxceloid®	2.75	2.52	1	1½
69M25	Blue	Oxford Pressboard	Steel, Insertable	4.55	4.25	1	2
40 DIVISION							
69M40	Blue	Oxford Pressboard	Steel, Insertable	7.70	6.96	1	3

9½x4½ SIZE A-Z SETS*Insertable styles furnished with green cell windows*

25 DIVISION							
9425	Buff	Oxford Bristol	Self	1.15	1.05	1	1/2
P9425	Blue	Oxford Pressboard	Self	1.60	1.41	1	1¼
94M25	Blue	Oxford Pressboard	Steel, Insertable	3.59	3.24	1	1¾
40 and 80 DIVISION							
94M40	Blue	Oxford Pressboard	Steel, Insertable	6.70	6.09	1	2⅝
94M80	Blue	Oxford Pressboard	Steel, Insertable	14.15	12.85	1	5

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

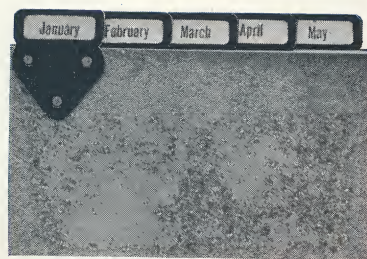
MONTHLY CARD GUIDES 3x5, 4x6, 5x8, 6x9, 9½x4½ SIZES

Insertable tab styles furnished with blue cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per box
3x5 SIZE							
3512	Buff, Blue	Oxford Bristol	Self	\$.42	\$.35	2	1/2
X3512	Buff, Blue	Oxford Bristol	Self, Oxceloid®	.55	.49	2	1/2
C3512	Buff, Blue	Oxford Bristol	Self, Celluloided	.89	.82	2	1/2
P3512	Blue	Oxford Pressboard	Self	.57	.47	2	1/2
XP3512	Blue	Oxford Pressboard	Self, Oxceloid®	.77	.69	2	1/2
AC3512	Black	Fiberboard	Ang. Cell., Insertable	1.97	1.79	1	3/4
35M12	Blue	Oxford Pressboard	Steel, Insertable	1.85	1.67	1	3/4
4x6 SIZE							
4612	Buff, Blue	Oxford Bristol	Self	.45	.42	2	3/4
X4612	Buff, Blue	Oxford Bristol	Self, Oxceloid®	.69	.64	2	3/4
C4612	Buff, Blue	Oxford Bristol	Self, Celluloided	1.15	1.02	2	3/4
P4612	Blue	Oxford Pressboard	Self	.65	.60	2	3/4
XP4612	Blue	Oxford Pressboard	Self, Oxceloid®	.87	.77	2	3/4
AC4612	Black	Fiberboard	Ang. Cell., Insertable	2.17	1.96	1	3/4
46M12	Blue	Oxford Pressboard	Steel, Insertable	2.05	1.87	1	3/4
5x8 SIZE							
5812	Buff, Blue	Oxford Bristol	Self	.65	.60	2	3/4
X5812	Buff, Blue	Oxford Bristol	Self, Oxceloid®	1.05	.94	2	1
C5812	Buff, Blue	Oxford Bristol	Self, Celluloided	1.40	1.25	2	1
P5812	Blue	Oxford Pressboard	Self	.82	.72	2	1¼
XP5812	Blue	Oxford Pressboard	Self, Oxceloid®	1.05	.97	2	1¼
AC5812	Black	Fiberboard	Ang. Cell., Insertable	2.58	2.35	1	1
58M12	Blue	Oxford Pressboard	Steel, Insertable	2.25	2.04	1	1
6x9 SIZE							
69M12	Blue	Oxford Pressboard	Steel, Insertable	2.35	2.10	1	1
9½x4½ SIZE							
	Blue	Oxford Pressboard	Steel, Insertable	2.15	1.94	1	1

DAYS OF THE WEEK 3x5 SIZE, 7 HEADINGS

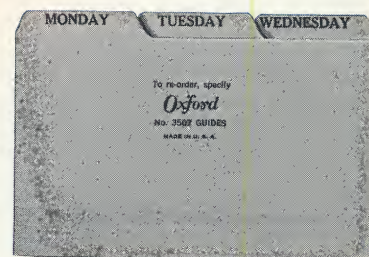
3507	Buff	Oxford Bristol	Self	.45	.42	1	1/8
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Stock No. 35M12



Stock No. C3512



Stock No. 3507

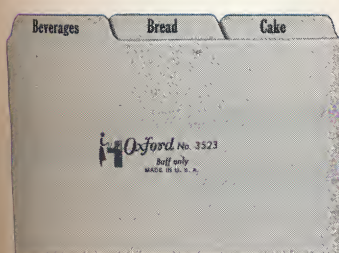
DAILY 1-31 CARD GUIDE SETS 3x5, 4x6, 5x8, 6x9, 9½x4½ SIZES

Insertable tab styles furnished with yellow cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per box
3x5 SIZE							
3531	Buff, Salmon	Oxford Bristol	Self	\$.60	\$.57	1	1/2
X3531	Buff, Salmon	Oxford Bristol	Self, Oxceloid®	1.10	1.00	1	3/4
C3531	Buff, Salmon	Oxford Bristol	Self, Celluloided	1.90	1.70	1	1
P3531	Blue	Oxford Pressboard	Self	.82	.72	1	3/4
XP3531	Blue	Oxford Pressboard	Self, Oxceloid®	1.50	1.39	1	1
AC3531	Black	Fiberboard	Ang. Cell., Insertable	4.95	4.46	1	1
35M31	Blue	Oxford Pressboard	Steel, Insertable	4.60	4.19	1	1
4x6 SIZE							
4631	Buff, Salmon	Oxford Bristol	Self	.82	.77	1	3/4
X4631	Buff, Salmon	Oxford Bristol	Self, Oxceloid®	1.50	1.34	1	1
C4631	Buff, Salmon	Oxford Bristol	Self, Celluloided	2.42	2.22	1	1
P4631	Blue	Oxford Pressboard	Self	1.05	.99	1	1
XP4631	Blue	Oxford Pressboard	Self, Oxceloid®	1.70	1.55	1	1¼
AC4631	Black	Fiberboard	Ang. Cell., Insertable	5.70	5.15	1	1½
46M31	Blue	Oxford Pressboard	Steel, Insertable	4.90	4.47	1	1¼
5x8 SIZE							
5831	Buff, Salmon	Oxford Bristol	Self	1.22	1.10	1	1
X5831	Buff, Salmon	Oxford Bristol	Self, Oxceloid®	2.15	1.94	1	1
C5831	Buff, Salmon	Oxford Bristol	Self, Celluloided	3.10	2.80	1	1¼
P5831	Blue	Oxford Pressboard	Self	1.70	1.45	1	1½
XP5831	Blue	Oxford Pressboard	Self, Oxceloid®	2.25	2.07	1	1¾
AC5831	Black	Fiberboard	Ang. Cell., Insertable	6.55	5.96	1	2
58M31	Blue	Oxford Pressboard	Steel, Insertable	5.40	4.90	1	1¾
6x9 SIZE							
69M31	Blue	Oxford Pressboard	Steel, Insertable	5.75	5.19	1	2¼
9½x4½ SIZE							
94M31	Blue	Oxford Pressboard	Steel, Insertable	5.35	4.85	1	2

RECIPE INDEX, 3x5 SIZE 23 HEADINGS

3523	Buff	Oxford Bristol	Self	.39	.34	1	1/4
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Stock No. 3523

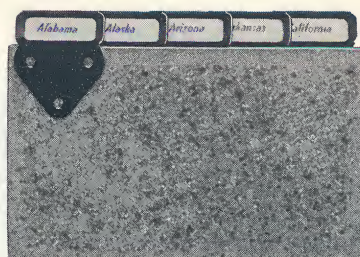


Stock No. P3531

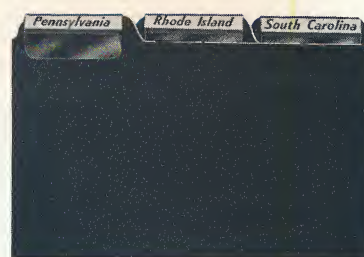


Stock No. C3531

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.



Stock No. 35M50



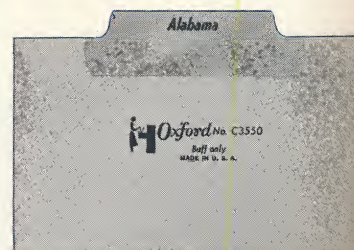
Stock No. AC3550

STATE CARD GUIDE SETS 3x5, 4x6, 5x8 SIZES*Insertable tab styles furnished with red cell windows*

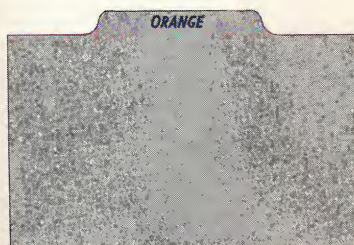
Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per set
3x5 SIZE							
3550	Buff	Oxford Bristol	Self	\$ 1.60	\$ 1.47	1	1/2
C3550	Buff	Oxford Bristol	Self, Celluloided	3.70	3.34	1	3/4
P3550	Blue	Oxford Pressboard	Self	1.80	1.64	1	1
AC3550	Black	Fiberboard	Ang. Cell., Insertable	8.30	7.55	1	1 1/4
35M50	Blue	Oxford Pressboard	Steel, Insertable	7.75	7.01	1	1 1/4
4x6 SIZE							
4650	Buff	Oxford Bristol	Self	1.95	1.75	1	7/8
C4650	Buff	Oxford Bristol	Self, Celluloided	4.60	4.15	1	1
P4650	Blue	Oxford Pressboard	Self	2.40	2.14	1	1 1/2
AC4650	Black	Fiberboard	Ang. Cell., Insertable	9.50	8.63	1	2
46M50	Blue	Oxford Pressboard	Steel, Insertable	8.45	7.67	1	1 3/4
5x8 SIZE							
5850	Buff	Oxford Bristol	Self	2.60	2.37	1	1 1/2
C5850	Buff	Oxford Bristol	Self, Celluloided	5.75	5.17	1	1
P5850	Blue	Oxford Pressboard	Self	3.30	2.94	1	2 1/2
AC5850	Black	Fiberboard	Ang. Cell., Insertable	11.00	10.00	1	2 3/4
58M50	Blue	Oxford Pressboard	Steel, Insertable	9.35	8.44	1	2 1/2

**NO EYELET PROJECTIONS
ON CARD GUIDES**

Some card file drawers have a channel in the bottom. A rod traverses the length of the channel (much like the rods in letter or legal file cabinet drawers). Orders for card guides, with eyelet projections, based on this drawer construction are in error. The only purpose of the rod is to lock the follower block in position.



Stock No. C3550



Stock No. P35G



Stock No. TH46G

TOWN OR COUNTY GUIDES 3x5, 4x6, 5x8 SIZES

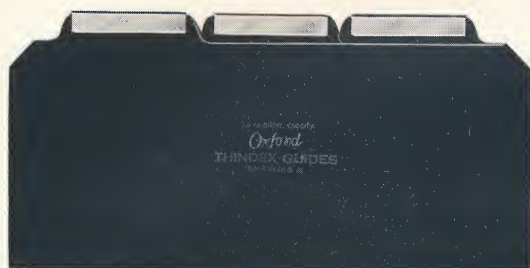
Card guide sets indexed towns or counties can be furnished for any population group or State of the Union.

Specify population group, or state for which they are desired. Multiple character tab titles require that all guides be furnished with third cut tabs (5x8) or half cut tabs (3x5, 4x6). Center tab position only will be supplied unless specified otherwise.

Stock No.	Color	Material	Tab Style	100-499 per C	500 up per M	Sets per box	Wgt. per M
3x5 SIZE							
35G	Buff	Oxford Bristol	Self	\$ 9.70	\$ 87.35	—	9
C35G	Buff	Oxford Bristol	Self, Celluloided	14.50	130.85	—	13
P35G	Blue	Oxford Pressboard	Self	12.20	110.25	—	12
TH35G	Black	Fiberboard	Thindex®, Insertable	22.45	202.55	—	20
4x6 SIZE							
46G	Buff	Oxford Bristol	Self	10.45	94.95	—	14
C46G	Buff	Oxford Bristol	Self, Celluloided	16.45	148.85	—	18
P46G	Blue	Oxford Pressboard	Self	13.25	120.20	—	24
TH46G	Black	Fiberboard	Thindex®, Insertable	24.60	219.70	—	40
5x8 SIZE							
58G	Buff	Oxford Bristol	Self	11.95	107.70	—	24
C58G	Buff	Oxford Bristol	Self, Celluloided	19.00	171.75	—	28
P58G	Blue	Oxford Pressboard	Self	15.35	138.00	—	41
TH58G	Black	Fiberboard	Thindex®, Insertable	26.05	236.00	—	60



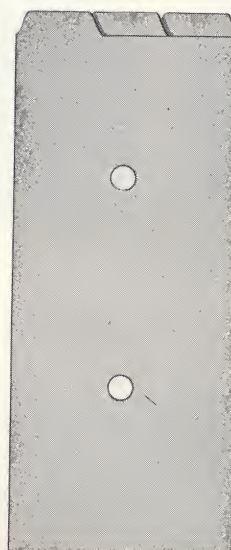
Stock No. C58G



Stock No. TH373



Stock No. AC375



Stock No. 7303



Stock No. 34703



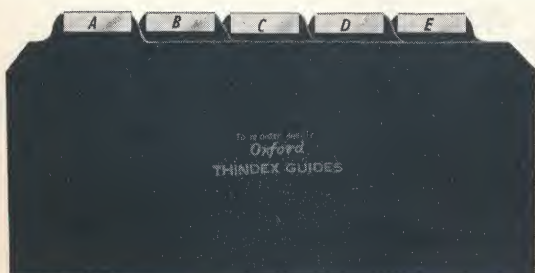
Stock No. 3705



Stock No. XP3725



Stock No. 10727



Stock No. TH3725

For illustrations and a complete listing of all Oxford Vinyl Guides, see pages D33-D40 of this catalog.

TABULATING SIZE, BLANK TABS
Insertable tab styles furnished with blank inserts

Stock No.	Color	Material	Tab Style	Box lots per C	500 up per M	Per box	Wgt. per M
3 1/4"x7 3/8" HORIZONTAL STYLE							
Third Cut							
14373	Blue	Oxford Vinyl	Vinyl, Insertable	\$15.65	\$133.45	100	20
TH373	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40
AC373	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40
Fifth Cut							
3705	Buff	Oxford Bristol	Self	2.30	20.00	100	14
P3705	Gray	Broadway Pressboard	Self	3.20	27.50	100	24
14375	Blue	Oxford Vinyl	Vinyl, Insertable	15.65	133.45	100	20
TH375	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40
AC375	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40
7 3/8"x3 1/4" VERTICAL STYLE							
7303	Buff	Oxford Bristol	Self	2.30	20.00	100	14
P7303	Gray	Broadway Pressboard	Self	3.20	27.50	100	24
8"x3 1/4" VERTICAL STYLE All tabs are 3/4" exposure, insertable one side.							
34723	Specify	Oxford Vinyl	1 1/4" Vinyl, Insertable	8.00	68.00	100	20
34727	Specify	Oxford Vinyl	2 7/8" Vinyl, Insertable	8.00	68.80	100	20
34703	Specify	Oxford Vinyl	3 1/4" Vinyl, Insertable	8.30	66.95	100	20
8 1/2"x3 1/4" VERTICAL STYLE All tabs are 1" exposure, insertable one side.							
10727	Specify	Oxford Vinyl	2 7/8" Vinyl, Insertable	9.40	75.35	100	20
10703	Specify	Oxford Vinyl	3 1/4" Vinyl, Insertable	9.15	71.40	100	20

TABULATING SIZE, A-Z SETS 25 DIVISION

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per set
3 1/4"x7 3/8" HORIZONTAL STYLE FIFTH CUT							
3725	Buff	Oxford Bristol	Self	\$.85	\$.75	1	1/2
X3725	Buff	Oxford Bristol	Self, Oxceloid®	1.50	1.35	1	1/2
P3725	Gray	Broadway Pressboard	Self	1.19	1.10	1	3/4
XP3725	Gray	Broadway Pressboard	Self, Oxceloid®	1.85	1.70	1	1
13725	Tan	Oxford Vinyl	Self	1.95	1.85	1	3/4
TH3725	Black	Fiberboard	Thindex®, Insertable	4.08	3.70	1	1
AC3725	Black	Fiberboard	Ang. Cell., Insertable	4.08	3.70	1	1
143725	Blue	Oxford Vinyl	Self	4.40	4.00	1	3/4



Stock Nos. 49-4, AC4904



Stock Nos. FF4903E, FF4903

CHECK GUIDES

BLANK TABS 4x9 SIZE

Insertable styles furnished with blank inserts. Steel tab guides also furnished with clear cell windows.

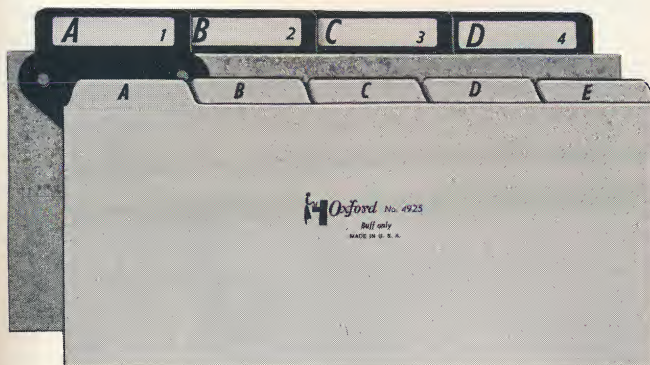
Stock No.	Color	Material	Tab Style	100-499 Per C	500 up Per M	Per Box	Wgt. Per M
THIRD CUT							
4903	Buff	Oxford Bristol	Self	\$ 4.05	\$ 33.10	100	24
FOURTH CUT — (Angular cell tabs are 1/4" exposure for one line headings.)							
AC4904	Black	Fiberboard	Ang. Cell., Insertable	16.70	140.00	25	59
49-4	Blue	Oxford Pressboard	Steel, Insertable	13.60	113.00	100	55
FIFTH CUT							
4905	Buff	Oxford Bristol	Self	4.05	33.10	100	24
P4905	Blue	Oxford Pressboard	Self	4.80	39.75	50	46

CHECK GUIDES

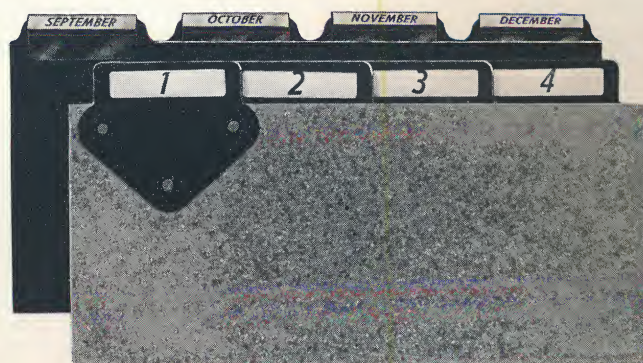
BLANK TAB 3½ x 8¾ SIZE

1/2 cut flat insertable cell tabs (F.I.C.) are 1" x 3½" for six line headings, insertable one side only. Overall height of guide including tab is 4". Slotted eyelet projection ("E" style) is plastic reinforced. Blank inserts supplied in strips of 10 for machine addressing.

FF4903	Black	Fiberboard	F.I.C.	\$15.40	\$128.00	100	59
FF4903E	Black	Fiberboard	F.I.C.	21.45	178.65	100	59
For tabs insertable two sides add:				1.17	9.40	—	—



Stock Nos. 4925, 49M25



Stock Nos. 49M31, AC4912

CHECK GUIDES

A-Z SETS—25 to 80 DIVISION, 4x9 SIZE

Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets Per Set	12 sets up Per Set	Boxes Per Set	Wgt. Per Set
25 DIVISION							
4925	Buff	Oxford Bristol	Self	\$ 1.15	\$ 1.05	1	3/4
P4925	Blue	Oxford Pressboard	Self	1.60	1.41	1	1 1/4
AC4925	Black	Fiberboard	Ang. Cell., Insertable	4.60	4.30	1	1 1/2
49M25	Blue	Oxford Pressboard	Steel, Insertable	3.59	3.24	1	1 5/8
40 and 80 DIVISION							
AC4940	Black	Fiberboard	Ang. Cell., Insertable	8.15	7.25	2	2 1/2
49M40	Blue	Oxford Pressboard	Steel, Insertable	6.70	6.09	1	2 1/2
AC4980	Black	Fiberboard	Ang. Cell., Insertable	15.95	14.50	3	4 3/4
49M80	Blue	Oxford Pressboard	Steel, Insertable	14.15	12.85	1	4 3/4
Larger subdivisions to 1,000 division A-Z to order							

MONTHS Insertable tab styles furnished with blue cell windows

4912	Buff	Oxford Bristol	Self	.94	.82	1	3/4
P4912	Blue	Oxford Pressboard	Self	1.20	1.07	2 Sets /bx	1 1/4
AC4912	Black	Fiberboard	Ang. Cell., Insertable	2.58	2.35	1	3/4
49M12	Blue	Oxford Pressboard	Steel, Insertable	2.15	1.94	1	3/4

DAILY 1-31 Insertable tab styles furnished with yellow cell windows

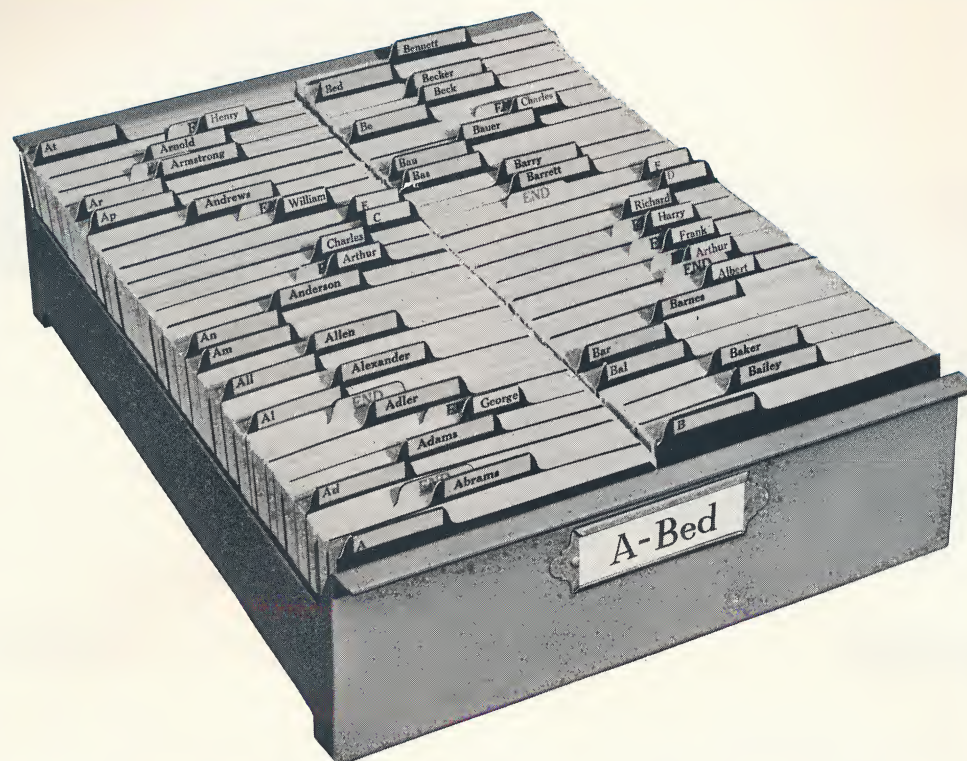
4931	Buff	Oxford Bristol	Self	1.35	1.19	1	1
P4931	Blue	Oxford Pressboard	Self	2.10	1.87	1	1 1/2
AC4931	Black	Fiberboard	Ang. Cell., Insertable	6.55	5.96	1	2
49M31	Blue	Oxford Pressboard	Steel, Insertable	5.35	4.85	1	1 3/4

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

Oxford



FLEXINDEX®



A Flexible Expanding Card Indexing System

Your card files can be easily, perfectly indexed with Oxford's FLEXINDEX®

Tailored to fit

Flexindex evenly subdivides any alphabetic card file with indexing that matches **your** list of names. Regular A-Z stock card guide sets can only match the average conditions of **all** lists and no two lists are alike.

Easy to Install

Anyone can apply Flexindex to a card file of any size and maintain it in ideal filing condition as the list grows and as it changes in character.

Easy to Use

So many indexing systems require tiring visual and mental concentration to follow complicated tabbing arrangements and multi-hued color schemes. Any one with elementary A-Z knowledge requires no training to operate FLEXINDEX without error or delay.

Expandable

If your list is growing, Flexindex keeps apace with your indexing requirements. A surplus of printed headings is supplied with your original set. Additional headings and guides are available. No need

to duplicate the headings or guides already purchased when ordering for expansion. Flexindex headings are based on large master lists from which selections are carefully made for smaller sets.

Uniform Indexing Now, and Later

The same orderly tab arrangement originally purchased is maintained as Flexindex is expanded to match your growing list. The random sequence of tab position so often resulting when regular stock card guide sets are enlarged is avoided. Flexindex assigns a definite tab location to alphabetic, common surname, first given name, and middle initial headings.

A leaflet detailing the contents of Flexindex sets is available on request.

FLEXINDEX® SETS

How to order

Count the number of cards to be indexed. The simple way is to count the number of cards in one inch, then multiply by the number of inches of cards. Order the Flexindex set shown below. (Based on 40 cards per guide.)

What you get

You will receive the same number of guides as the subdivision chosen (1000 division — 1000 guides) plus END guides, one for each surname guide. A large percentage (half or more) of the alphabetic and surname guides will be pre-inserted, ready for installation. In addition you will find a large number of printed label inserts from which to choose to fit your list best.

FOR 4x6 AND TABULATING CARDS

4x6 Stock No.	Tabulating Stock No.	Approximate No. of cards	Price Per Set	Wgt. Per Set
FLX46100	FLX37100	4,000	\$ 23.11	5
FLX46200	FLX37200	8,000	40.70	9
FLX46250	FLX37250	10,000	49.70	11
FLX46300	FLX37300	12,000	64.15	13
FLX46400	FLX37400	16,000	80.15	17
FLX46500	FLX37500	20,000	100.00	21
FLX46750	FLX37750	30,000	145.35	31
FLX461000	FLX371000	40,000	182.35	41
FLX461500	FLX371500	60,000	356.75	61
FLX462000	FLX372000	80,000	421.65	81
FLX462500	FLX372500	100,000	493.00	102
FLX463000	FLX373000	120,000	559.00	122
FLX464000	FLX374000	160,000	763.00	162
FLX465000	FLX375000	200,000	1,082.00	202
FLX467500	FLX377500	300,000	1,448.00	302
FLX4610000	FLX3710000	400,000	1,834.00	402

FLEXINDEX SETS FOR 3x5 CARDS

3x5 Stock No.	Approximate No. of Cards	Price Per Set	Wgt. Per Set
FLX35100	4,000	\$ 21.25	3
FLX35200	8,000	36.75	5
FLX35250	10,000	44.75	6
FLX35300	12,000	58.25	7
FLX35400	16,000	72.00	9
FLX35500	20,000	89.75	11
FLX35750	30,000	135.90	16
FLX351000	40,000	162.00	21
FLX351500	60,000	325.60	31
FLX352000	80,000	379.90	41
FLX352500	100,000	440.00	52
FLX353000	120,000	495.00	62
FLX354000	160,000	678.00	82
FLX355000	200,000	974.00	102
FLX357500	300,000	1,284.00	152
FLX3510000	400,000	1,613.00	202

FLEXINDEX SETS FOR 5x8 CARDS

5x8 Stock No.	Approximate No. of Cards	Price Per Set	Wgt. Per Set
FLX58100	4,000	\$ 24.98	7
FLX58200	8,000	44.85	13
FLX58250	10,000	54.95	16
FLX58300	12,000	70.45	19
FLX58400	16,000	88.70	25
FLX58500	20,000	111.00	31
FLX58750	30,000	168.10	46
FLX581000	40,000	204.00	61
FLX581500	60,000	390.25	91
FLX582000	80,000	466.65	121
FLX582500	100,000	487.00	152
FLX583000	120,000	628.00	182
FLX584000	160,000	856.00	242
FLX585000	200,000	1,200.00	302
FLX587500	300,000	1,560.00	452
FLX5810000	400,000	2,079.00	602

*Based on 40 cards per guide. For finer indexing, divide number of cards by number of cards per guide desired, then select nearest subdivision. Use 30 cards per guide for active, growing files, to take care of future expansion. Use 50 cards per guide maximum for static files, lowest activity.

Example:

125,000 cards at 50 cards per guide, choose 2500 division.

124,000 cards at 30 cards per guide, choose 4000 division.

Flexindex is a registered trademark of the Oxford Filing Supply Co., Inc.

COMPONENT PARTS

For expanding your FLEXINDEX system.

GUIDES

Oxford THINDEX® guides are used in FLEXINDEX® systems. Made of 25 pt. Oxford Black Fiberboard, these guides offer a superior flat insertable cell tab design without an extended, space wasting skirt.

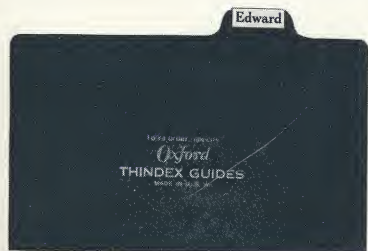
Supporting self tabs are 3/8" high, insertable tabs 1/4" exposure. Blank label inserts of the proper color are supplied.



Stock No. TH313-1



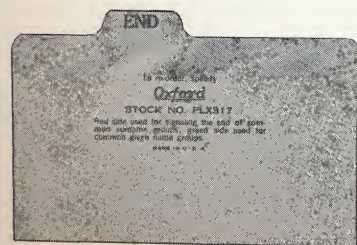
Stock No. TH313-2



Stock No. TH315-4



Stock No. TH315-5



Stock No. FLX317

Stock No.	Body Size	Tabbing	100-499 Per C	500 up Per M	Per Box	Wgt. Per M
MAIN ALPHABETIC GUIDES —supplied with blank #142 green label inserts.						
TH313-1	3x5	1/3 all first	\$12.25	\$102.85	100	20
TH413-1	4x6	1/3 all first	14.65	121.30	100	40
TH515-1	5x8	1/5 all first	16.70	140.00	100	60
TH373-1	tab.	1/3 all first	14.65	121.30	100	40
COMMON SURNAME GUIDES —supplied with blank #142 red label inserts.						
TH313-2	3x5	1/3 all second	12.25	102.85	100	20
TH413-2	4x6	1/3 all second	14.65	121.30	100	40
TH515-2	5x8	1/5 all second	16.70	140.00	100	60
TH373-2	tab.	1/3 all second	14.65	121.30	100	40
FIRST GIVEN NAME GUIDES —supplied with blank #142 white label inserts.						
TH315-4	3x5	1/5 all fourth	12.25	102.85	100	20
TH415-4	4x6	1/5 all fourth	14.65	121.30	100	40
TH515-3	5x8	1/5 all third	16.70	140.00	100	60
TH375-4	tab.	1/5 all fourth	14.65	121.30	100	40
MIDDLE INITIAL GUIDES —supplied with blank #142 white label inserts.						
TH315-5	3x5	1/5 all fifth	12.25	102.85	100	20
TH415-5	4x6	1/5 all fifth	14.65	121.30	100	40
TH515-4	5x8	1/5 all fourth	16.70	140.00	100	60
TH375-5	tab.	1/5 all fifth	14.65	121.30	100	40
"END" GUIDES —17 pt. Buff Oxford Grade Bristol with OXCELOID® tab						
FLX317	3x5	off center	2.65	22.05	100	20
FLX417	4x6	off center	3.75	32.55	100	40
FLX517	5x8	off center	5.62	49.10	100	60
FLX377	tab.	off center	3.75	32.55	100	40
"END" guide tabs are printed both sides to signal the end of Common Surname groups (red tab title) or the end of First Given Name groups (green tab title) with the guide reversed.						

COMPONENT PARTS

For expanding your FLEXINDEX system.

LABEL INSERT SETS

All FLEXINDEX label inserts are printed in a bold 14 pt. easy-to-read type, and furnished in strips of 10, marked for trimming to tab width. Main Alphabetic and Common Surname insert sets are packaged in envelopes.

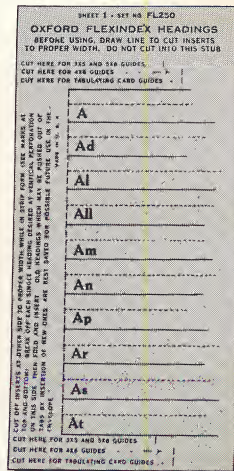
Stock No.	No. of Inserts	When Added Makes	Div.	Color	Per Set
MAIN ALPHABETIC HEADINGS					
FL250	250	250	A-Z	Green	\$ 8.30
FL500X	250	500	A-Z	Green	8.30
FL1000X	500	1000	A-Z	Green	16.55
FL2500X	1500	2500	A-Z	Green	49.50
FL6000X	3500	6000	A-Z	Green	115.85
COMMON SURNAME HEADINGS					
FLS100	100	100	Names	Red	3.30
FLS300X	200	300	Names	Red	6.60
FLS1000X	700	1000	Names	Red	23.10
FLS2500X	1500	2500	Names	Red	49.50
BUSINESS NAMES — (May be ordered in place of or in addition to surnames.)					
FLB440	440	440	Names	Red	14.52
FIRST GIVEN MALE NAMES — (50 assorted of 15 names.)					
FLG50	50	50	Names	White	1.39
MIDDLE INITIALS — (Single letters, 10 of the same single letter per strip. Letters available: B C D E F G H I J K L M N P R S T W)					
FLG18	10	10	Initials	White	.34

BLANK INSERTS AND INSERTING CHARGES

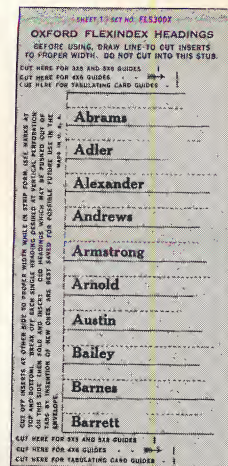
For use in FLEXINDEX systems where extra headings are required, and in all THINDEX, Vinyl and Angular Cell tabbed card guides. Strips of 10, minimum order 100. Typewriter spaced and marked for trimming to tab length.

Stock No.	Color	Use For	100-499 Per C	500 up Per M
142	Green	A-Z Headings	\$.33	\$ 1.45
142	Red	Common Surnames	.33	1.45
142	White	Given Names, Initials	.33	1.45
Installing #142 inserts in guide tabs			3.35	33.50

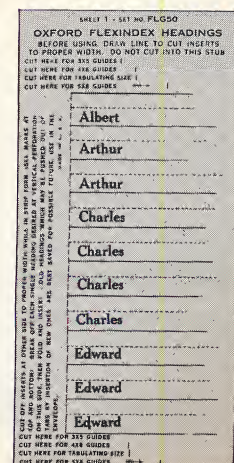
SEE PAGES D36, D37 and D38 for Oxford FLEXINDEX® in Vinyl.



Stock No. FL250



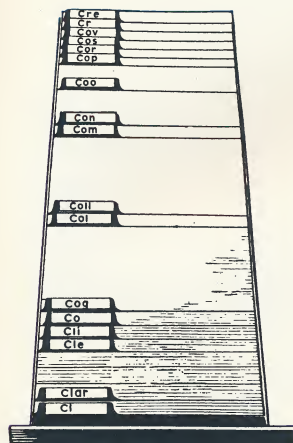
Stock No. FLS300X



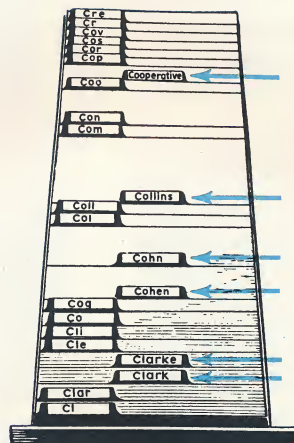
Stock No. FLG50

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

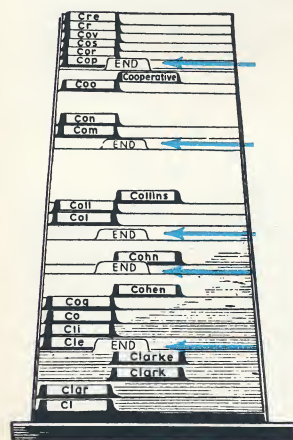
HOW TO INSTALL AND MAINTAIN FLEXINDEX®



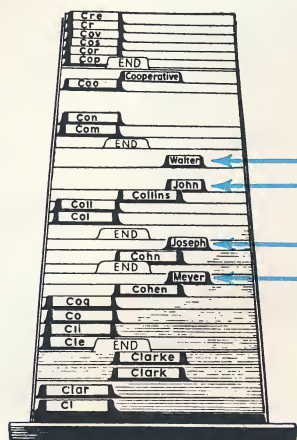
Step 1



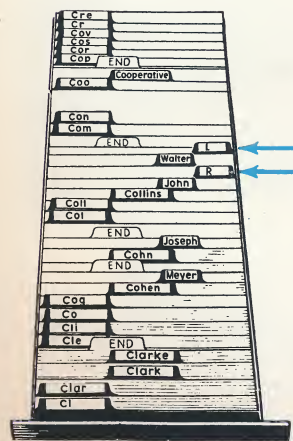
Step 2



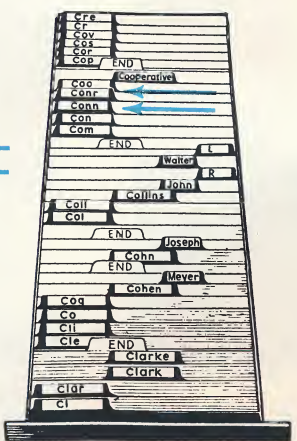
Step 3



Step 4



Step 5



Step 6

You will receive the exact number of Thindex guides your division calls for (1000 division—1000 guides, 250 division—250 guides, etc.) plus End guides, one for each surname guide. The quantities of each kind are based on research, their proportions varying with the size of the list.

A large percentage of the alphabetic and surname guides will come to you already inserted, ready for installation in the file. In addition, you will find a large number of insert headings from which you can choose those which fit your list best.

The instructions below are based on having one guide to every forty cards. If you have ordered on the basis of some other proportion, please make allowances accordingly.

Whatever proportion you have selected, count this number of cards and note the thickness of such a group. Whether this thickness is 1/4", 3/8", or 1/2", keep this measurement in mind. It will help you to spot instantly those parts of the file that are either overguided or underguided, so that you may either insert or remove guides accordingly during installation, growth, or changes in your file.

Installation

Step No. 1. Install the main alphabetic guides which have come to you already inserted. The distribution of these will of course be uneven.

Step No. 2. Look between alphabetic guides for groups of approximately 40 (or more) cards bearing the same common surname. Insert and install the proper surname heading guide in front of the first card of each such group.

For small lists, calling for less than 100 surnames guides, none have been pre-inserted. On the larger lists, the guides already inserted should be installed first and the above procedure followed for other names. In very rare cases, it may be necessary to type a needed heading on a blank insert.

Step No. 3. Insert "End" guides behind the last card of each guided surname group (red printed face to front). Where the surname group is followed immediately by another surname or alphabetic guide no "End" guide is needed. "End" guides are not counted in figuring proportions of guides to cards. Where you find that guides supplied already inserted are not followed by at least 30 cards (before the next guide) remove them and put them aside temporarily. This avoids overguiding.

Step No. 4. Examine each surname group and where additional guiding is necessary, achieve such further breakdown by installing first initial or given name guides.

Step No. 5. Repeat Step No. 4 (in large lists) by the installation of second initial guides to achieve the desired breakdown in all "common surname" groups.

Step No. 6. Now you are ready to return to the main alphabetic guides. Looking for large groups of cards not otherwise guided. Selecting the first such group, measure off the first 40 cards behind the preceding guide. Working a few cards forward or back of this point, look for that name which represents a change in its third, fourth, or fifth letter from the names preceding it. That is what we term a "break". Select a heading to fit, insert and install the guide at the point of "break" and repeat the process throughout.

Any guides not immediately needed should be kept on hand for further expansion. Extra insert headings and blank inserts should likewise be saved in the envelopes in which they come to you. All lists undergo gradual and continuous change. A supply of guides and headings on hand will enable you to keep your Flexindex installation up to its original efficiency regardless of change or growth. Extra headings and guides needed should be ordered from the dealer.

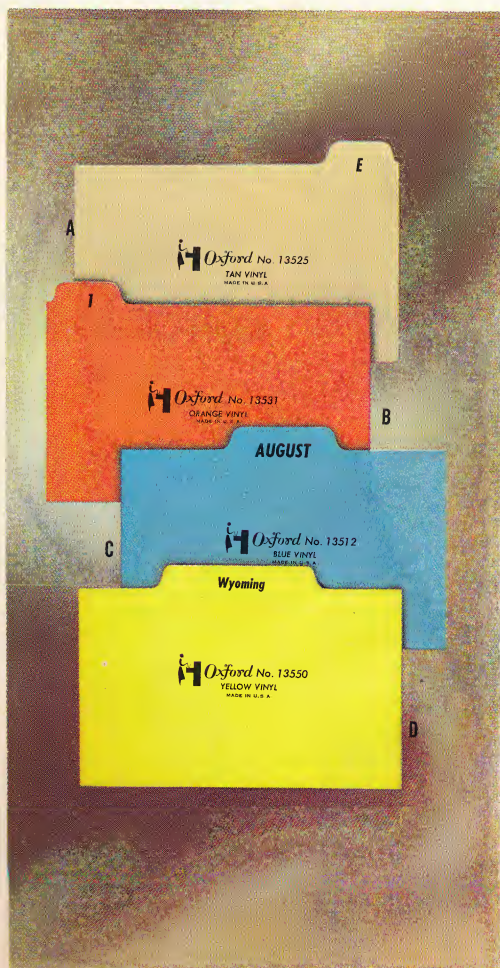
 Oxford

vinyl
card
guides

Catalog 70d

Oxford vinyl card guides

- A—Stock No. 13525—25 Div. A-Z
 B—Stock No. 13531—Daily 1-31
 C—Stock No. 13512—Months, Jan.-Dec.
 D—Stock No. 13550—States



SPECIAL FEATURES

Thin 15 pt. vinyl saves up to 40% of guiding space.

Rounded corners for smooth handling are offered on insertable tab guides.

No glare insertable tabs provide better heading visibility.

Sealed edges add strength to the tough tear resistance of the vinyl material.

Stable vinyl won't warp, crack, or dog-ear in the file.

Washable in soap and water, Oxford vinyl guides will remain attractive for many years.

VINYL COLORS

We offer and stock the following opaque colors in 15 point vinyl material—white • black • red • orange • tan • green • blue. Also available in clear.

RANGE OF SPECIAL SIZES AND STYLES

We are prepared to furnish special size card guides with 1/4" exposure tabs in tab lengths of 3/4", 15/16", 1 5/8" and 2 3/8". Guides with 5/8" exposure tabs 2" and 3 1/2" long are also available.

PRINTED TAB CARD GUIDE SETS

Tabs printed in black ink. 25 division A-Z and 1-31 guide sets tabbed 1/5 cut assorted. "Months" and "States" tabbed 1/3 cut all center position. Packed 1 set per box except "Months" which are packed 2 sets per box.

Stock No.	Body Size	Per Set		Wgt. per box
		1-11	12 Up	
25 division A-Z 15 pt. TAN Vinyl				
13525	3 x 5	\$1.65	\$1.49	5½ oz.
14625	4 x 6	1.95	1.85	8½ oz.
15825	5 x 8	2.50	2.27	13½ oz.
13725	3¼ x 7¾	1.95	1.85	8½ oz.
Daily 1-31, 15 pt. ORANGE Vinyl				
13531	3 x 5	1.90	1.70	6 oz.
14631	4 x 6	2.40	2.22	9½ oz.
15831	5 x 8	3.20	2.90	1 lb.
Months, Jan.-Dec., 15 pt. BLUE Vinyl				
13512	3 x 5	.87	.82	5½ oz.
14612	4 x 6	1.10	1.02	8½ oz.
15812	5 x 8	1.40	1.25	13½ oz.
States, 15 pt. YELLOW Vinyl				
13550	3 x 5	3.70	3.34	12 oz.
14650	4 x 6	4.60	4.15	1 lb.
15850	5 x 8	5.75	5.17	1¾ lb.

INSERTABLE TABS, 15 PT. BLUE VINYL

1/4" exposure flat insertable thin tabs that do not extend into the body area. Self tabs are 7/16" high. All edges sealed and top corners rounded for smooth handling and extra wear resistance. Packed 100 per box with 110 blank #142 inserts.



A—Stock No. 14313—Tab inserted with a #142 blank insert

B—Stock No. 14315—Tab inserted with a #142 blank insert

Stock No.	Body Size	Tab Cut	Per C	Per M	Wgt. per box
14315	3 x 5	Fifth	\$12.25	\$102.85	1½ lbs.
14313	3 x 5	Third	12.25	102.85	1½ lbs.
14415	4 x 6	Fifth	15.65	133.45	2 lbs.
14413	4 x 6	Third	15.65	133.45	2 lbs.
14515	5 x 8	Fifth	18.45	154.00	3¼ lbs.
14513	5 x 8	Third	18.45	154.00	3¼ lbs.
14375	Tab*	Fifth	15.65	133.45	2 lbs.
14373	Tab*	Third	15.65	133.45	2 lbs.

(a) Separate tab positions at no extra cost.

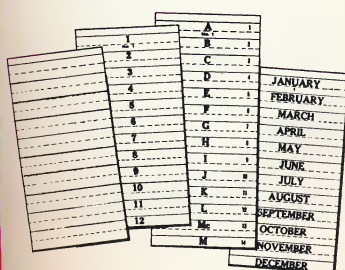
(b) Prices on application for special colors and special sizes.

(NOTE: 15 point vinyl is recommended for sizes up to 6 x 9 only.)

*3¼ x 7¾ wide body.

LABEL INSERTS AND CELLULOID WINDOWS for Insertable Tab Vinyl Card Guides

INSERTS



Blank and printed inserts are 2¾" wide and marked for cutting to proper tab lengths. See "Range of Special Sizes" (page D34) for tab lengths.

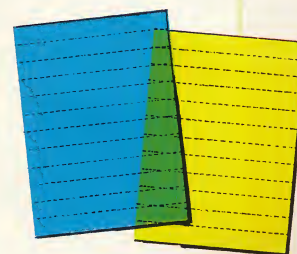
BLANK INSERTS

Strips of 10—packages of 100

Stock No.	Per C	Price Per M
142 white, green or red	.33	\$1.45

PRINTED INSERT SETS

Div.	Stock No.	Price Per Set
25 A-Z	142.25	.19
40 A-Z	142.40	.55
80 A-Z	142.80	1.09
120 A-Z	142.120	2.10
160 A-Z	142.160	2.90
240 A-Z	142.240	6.00
320 A-Z	142.320	8.00
480 A-Z	142.480	12.00
720 A-Z	142.720	18.00
1000 A-Z	142.1000	on appl.
1500 A-Z	142.1500	on appl.
2000 A-Z	142.2000	on appl.
STATES	142.50	.97
MONTHS	142.12	.24
DAILY 1-31	142.31	.40

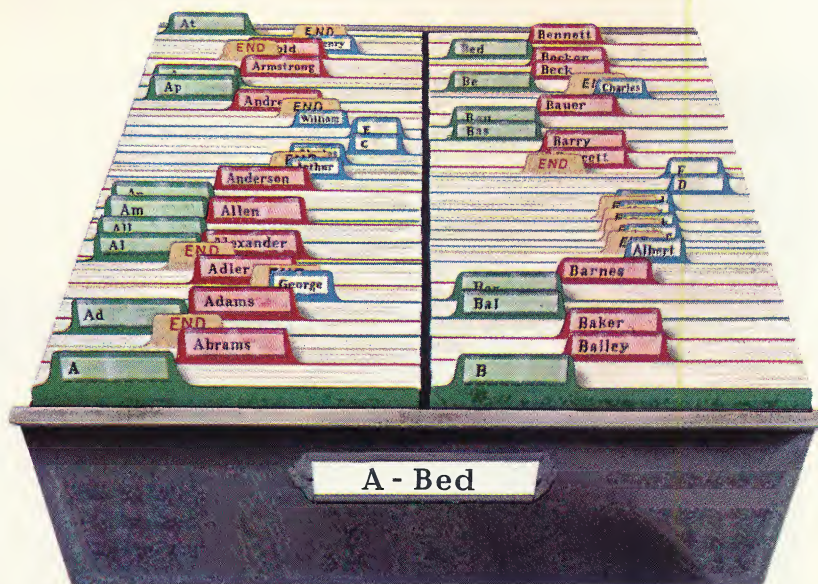


COLORLED CELLULOID WINDOWS

Cell windows should be cut to proper tab length while still in strips of 10. 5 colors are green, blue, amber, yellow, pink.

Stock No.	Size	Price Per C
12 CW	2¾" x 1¼"	.60

Oxford
FLEXINDEX®
CARD INDEXING SYSTEM
IN VINYL



Five thousand cards or five million—it makes no difference, you can get speedy reference if your card list is divided into small, uniform, easily located groups. FLEXINDEX eliminates large gaps between guides in some sections of the file and crowding together of guides in other sections, because it is fitted to **your** individual list.

VINYL FLEXINDEX® SETS

FOR 3 x 5 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-143100	4,000	\$ 21.25	1	2 lb.
FLEX-143200	8,000	37.25	1	3½
FLEX-143250	10,000	45.50	1	4¾
FLEX-143300	12,000	59.00	1	6½
FLEX-143400	16,000	73.50	2	8
FLEX-143500	20,000	92.00	2	10¼
FLEX-143750	30,000	139.50	3	15
FLEX-1431000	40,000	166.00	4	19¼
FLEX-1431500	60,000	333.00	5	26½
FLEX-1432000	80,000	390.00	7	33½
FLEX-1432500	100,000	455.00	9	46
FLEX-1433000	120,000	512.00	11	55
FLEX-1434000	160,000	702.00	14	68
FLEX-1435000	200,000	1,008.00	19	87½
FLEX-1437500	300,000	1,339.00	29	128
FLEX-14310000	400,000	1,690.00	39	175

*Based on 40 cards per guide. For finer indexing, divide number of cards by number of cards per guide desired, then select nearest subdivision. Use 30 cards per guide for active, growing files, to take care of future expansion. Use 50 cards per guide maximum for static files, lowest activity.

Example:

125,000 cards at 50 cards per guide, choose 2500 division.

124,000 cards at 30 cards per guide, choose 4000 division.

FOR 4 x 6 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-144100	4,000	\$ 24.35	1	2½ lb.
FLEX-144200	8,000	44.10	1	5¾
FLEX-144250	10,000	54.00	1	6
FLEX-144300	12,000	69.30	1	8
FLEX-144400	16,000	87.40	2	10¼
FLEX-144500	20,000	109.85	2	12½
FLEX-144750	30,000	166.50	3	19¾
FLEX-1441000	40,000	201.25	4	25½
FLEX-1441500	60,000	387.30	5	38½
FLEX-1442000	80,000	463.15	7	53
FLEX-1442500	100,000	547.20	9	72
FLEX-1443000	120,000	624.40	11	85½
FLEX-1444000	160,000	853.20	14	113
FLEX-1445000	200,000	1,199.35	19	146
FLEX-1447500	300,000	1,633.00	29	218
FLEX-14410000	400,000	2,087.00	39	295

(Flexindex is a registered trademark of the Oxford Filing Supply Co., Inc.)

FOR TABULATING (3¼ x 7⅞) CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-147100	4,000	\$ 24.35	1	2½ lb.
FLEX-147200	8,000	44.10	1	5¼
FLEX-147250	10,000	54.00	1	6
FLEX-147300	12,000	69.30	1	8
FLEX-147400	16,000	87.40	2	10¼
FLEX-147500	20,000	109.85	2	12½
FLEX-147750	30,000	166.50	3	19¾
FLEX-1471000	40,000	201.25	4	25½
FLEX-1471500	60,000	387.30	5	38½
FLEX-1472000	80,000	463.15	7	53
FLEX-1472500	100,000	547.20	9	72
FLEX-1473000	120,000	624.40	11	85½
FLEX-1474000	160,000	853.20	14	113
FLEX-1475000	200,000	1,199.35	19	146
FLEX-1477500	300,000	1,633.00	29	218
FLEX-14710000	400,000	2,087.00	39	295

FOR 5 x 8 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-145100	4,000	\$ 26.40	1	3¾ lb.
FLEX-145200	8,000	48.50	1	7½
FLEX-145250	10,000	59.65	1	9½
FLEX-145300	12,000	76.00	1	12½
FLEX-145400	16,000	96.50	2	15¾
FLEX-145500	20,000	121.50	2	20½
FLEX-145750	30,000	184.00	3	30
FLEX-1451000	40,000	224.25	4	41¼
FLEX-1451500	60,000	422.55	5	60
FLEX-1452000	80,000	510.40	7	86
FLEX-1452500	100,000	607.00	9	115
FLEX-1453000	120,000	696.50	11	133
FLEX-1454000	160,000	950.00	14	179
FLEX-1455000	200,000	1,322.00	19	228
FLEX-1457500	300,000	1,821.00	29	360
FLEX-14510000	400,000	2,339.00	39	465

Prices for FLEXINDEX sets in special colors or body sizes on application.

*See footnote page D36

INSERT SETS FOR VINYL FLEXINDEX®

Stock Number	No. of Inserts	When Added Makes	Div.	Per Set
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MAIN ALPHABETIC HEADINGS

FL250	250	250	A-Z	\$ 8.30
FL500X	250	500	A-Z	8.30
FL1000X	500	1000	A-Z	16.55
FL2500X	1500	2500	A-Z	49.50
FL6000X	3500	6000	A-Z	115.85

COMMON SURNAME HEADINGS

FLS100	100	100	Names	\$ 3.30
FLS300X	200	300	Names	6.60
FLS1000X	700	1000	Names	23.10
FLS2500X	1500	2500	Names	49.50

FIRST GIVEN MALE NAMES

FLG50	50 assorted, of 15 names			\$ 1.39
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MIDDLE INITIALS

Per Strip

FLG18	Single letters, 10 per strip			.34
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(Letters available: B C D E F G H I J K L
M N P R S T W)

BUSINESS NAMES

Per Set

FLB440	440			14.52
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INSERTING CHARGES

Per C

Installing inserts in vinyl guide tabs				3.35
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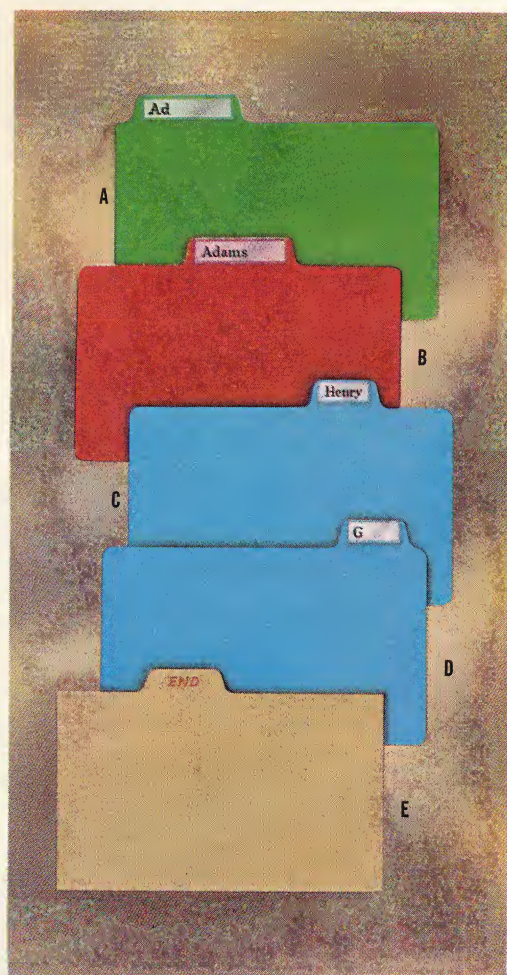
BLANK INSERTS AND INSERTING CHARGES

Blank inserts for vinyl guides with 1/4" exposure flat insertable tabs and for use in FLEXINDEX systems where extra typed headings are required. Insert strips are marked for cutting to proper tab length. Strips of 10, typewriter spaced.

Stock No.	Use For	Per C	Per M
142 green	Main Alpha Guides	\$.33¢	\$ 1.45
142 red	Common Surnames	.33¢	1.45
142 white	First Names or Initials	.33¢	1.45
Installing inserts in guides		3.35	33.50

NOTE: Any #142 series insert and/or #12CW window can be used on 1/4" tabs on vinyl guides.

Oxford
FLEXINDEX®
 CARD INDEXING SYSTEM
 COMPONENT PARTS



A—Stock No. 14133-1 Main Alphabetic Guide
 B—Stock No. 14133-2 Common Surname Guide
 C—Stock No. 14135-4 First Given Name Guide
 D—Stock No. 14135-5 Middle Initial Guide
 E—Stock No. E1317 End Guide

MAIN ALPHABETIC GUIDES

Green 15 pt. vinyl 1/4" exposure tabs all first position left end. Packed 100 per box with 110 green #142 blank inserts.

Stock No.	Card Size	Tab Cut	100-499 Per C	500-Up Per M	Wgt. per box
14133-1	3 x 5	Third	\$12.25	\$102.85	1½ lbs.
14143-1	4 x 6	Third	15.65	133.45	2 lbs.
14155-1	5 x 8	Fifth	18.45	154.00	3¼ lbs.
14733-1	Tab	Third	15.65	133.45	2 lbs.

COMMON SURNAME GUIDES

Red 15 pt. vinyl, 1/4" exposure tabs all second position. Packed 100 per box with 110 red #142 blank inserts.

14133-2	3 x 5	Third	12.25	102.85	1½ lbs.
14143-2	4 x 6	Third	15.65	133.45	2 lbs.
14155-2	5 x 8	Fifth	18.45	154.00	3¼ lbs.
14733-2	Tab	Third	15.65	133.45	2 lbs.

FIRST GIVEN NAME GUIDES

Blue 15 pt. vinyl, 1/4" exposure tabs all fourth position (3 x 5, 4 x 6, tab) or third position (5 x 8). Packed 100 per box with 110 white #142 inserts.

14135-4	3 x 5	Fifth	12.25	102.85	1½ lbs.
14145-4	4 x 6	Fifth	15.65	133.45	2 lbs.
14155-3	5 x 8	Fifth	18.45	154.00	3¼ lbs.
14735-4	Tab	Fifth	15.65	133.45	2 lbs.

MIDDLE INITIAL GUIDES

Blue 15 pt. vinyl, 1/4" exposure all right end position (3 x 5, 4 x 6, tab) or right center position (5 x 8). Packed 100 per box with 110 white #142 inserts.

14135-5	3 x 5	Fifth	12.25	102.85	1½ lbs.
14145-5	4 x 6	Fifth	15.65	133.45	2 lbs.
14155-4	5 x 8	Fifth	18.45	154.00	3¼ lbs.
14735-5	Tab	Fifth	15.65	133.45	2 lbs.

"END" GUIDES

Tan 15 pt. vinyl, tab printed both sides and occupying an off center position. "End" guides signal the end of Common Surname groups (red tab title), or First Given Name groups (green tab title) when guide is reversed. Packed 100 per box.

Stock No.	Card Size	100-499 Per C	500-Up Per M	Wgt. per box
E1317	3 x 5	\$ 5.20	\$44.15	1½ lbs.
E1417	4 x 6	8.35	70.00	2¼ lbs.
E1517	5 x 8	10.00	83.35	3½ lbs.
E1377	Tab	8.35	70.00	2¼ lbs.

CHECK GUIDES**PLAIN TAB 15 POINT BLACK VINYL**

Body size 3½" high by 8¾" wide, 1/2" high self tab all end position 4" long. 4 rounded corners for easier handling. Packed 100 per box. Prices do not include pressure sensitive tab labels.*

Stock No.	Per C	Per M	Wgt. per C
14902	\$12.65	\$105.45	2¼ lbs.
14902E	13.80	115.00	2¼ lbs.

*Pressure sensitive removeable labels, strips of 8 for addressographing are available for, and may be ordered with, No. 14902 and 14902E guides. Label size is 1⅞" x 4" for nine line headings.

INSERTABLE TAB 15 POINT VINYL WITH SIGNATURE CARD POCKETS

Body size 3½" high by 8¾" wide, 1/2" high self tab. Insertable tab pocket is 1⅞" x 3½". Card pocket accepts 3 x 5 signature card. Available from stock in black with tabs in right and left assorted positions. Packed 100 per box with blank white inserts, supplied in strips of 10.

Stock No.	Per C	Per M	Wgt. Per C
20492	\$21.75	\$181.25	2½ lbs.
20492E	24.20	202.90	2½ lbs.

SPECIAL STYLES AND COLORS

Check guides are available in clear and other colors of body material, in stocks and custom designs to suit your requirements. Prices will be promptly quoted on receipt of specifications.

TABULATING CARD GUIDES

Illustrated in red 15 point vinyl, these tabulating card guides are also available in other colors and clear. Tabs are insertable one side only. Packed 100 per box with blank inserts supplied in strips of 10.

Stock No.	Tab Exposure	Tab Width	Per C	Per M	Wgt. Per C
34703	3/4"	3¼"	\$8.30	\$66.95	2 lbs.
10703	1"	3¼"	9.15	71.40	2 lbs.
34727	3/4"	2⅞"	8.00	68.80	2 lbs.
10727	1"	2⅞"	9.40	75.35	2 lbs.
34723	3/4"	1¼"	8.00	68.00	2 lbs.

Guides with 3/4" tabs are 8" high, with 1" tabs 8½" high.

Items with prices in light face type are not carried in stock, but will be furnished promptly to order.

- A—Stock No. 14902 Check Guide
B—Stock No. 14902E Check Guide
C—Stock No. 20492 Check Guide
D—Stock No. 20492E Check Guide
E—Special Style Check Guide

- A—Stock No. 34703 Tabulating Guide
B—Stock No. 10703 Tabulating Guide
C—Stock No. 34727 Tabulating Guide
D—Stock No. 10727 Tabulating Guide
E—Stock No. 34723 Tabulating Guide



A—Style No. 15209 transmission folders

B—Style No. 30239 transmission jacket

C—Style No. 53004 tape card

D—Style No. 91109 multi-tape filer

Tubes for filing and storing punched tapes, transmission folders, edge punched card and tab card jackets, and other record containers are readily adapted to construction in tough vinyl. Prices will be promptly quoted on receipt of specifications, or a description of requirements.

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Specifications and prices are subject to change without notice—Prices effective May 1, 1964

Printed in U.S.A.

Form No. 63.4 VIN

 **Oxford**



Pendaflex[®]
hanging folders

Gattalog 706

Oxford

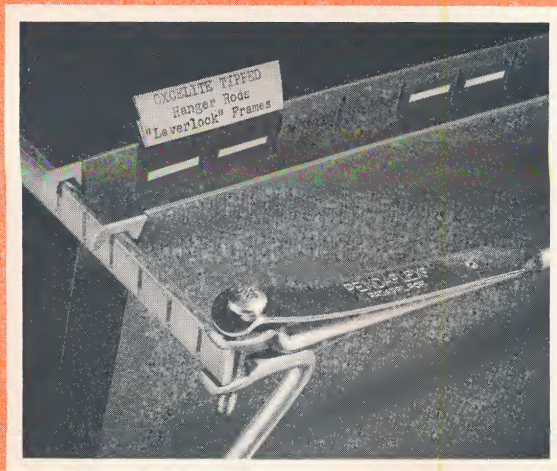


PENDAFLEX® HANGING FOLDERS

FASTEST MANUAL FILING EQUIPMENT AVAILABLE

Pendaflex is a gliding, suspended file folder or carrier. When it is properly installed on smooth steel side rails in regular filing cabinets, it eliminates 90% of the labor involved in filing.

Durable Pendaflex filing equipment, is designed to increase file productivity through visible Level Keyboard Guiding and friction-free mechanical operating ease. Continuing research and development has produced a new, improved Pendaflex folder and Pendaflex frame that will outlast and outperform all hanging folders available up to now.



OXCELITE® COATED HANGER RODS

Oxcelite coated hanger rods guarantee Pendaflex slideability, eliminate filing fatigue. An exclusive Oxford process bonds this glass-hard coating permanently to the hanger rod. (Laboratory tests showed no wear after an equivalent 25 years service.) Oxcelite assures superior Pendaflex sliding without waxing the rails or other bothersome maintenance chores. Smooth, hard Oxcelite also protects personnel and furniture from bare metal rod ends.



LEVERLOCK FRAME

This new Pendaflex frame with tool-free assembly adapts standard filing cabinet drawers to Pendaflex hanging folders.

It eliminates need for screw drivers and makeshift tools because the simple leverlock snaps side rails firmly and permanently into place—instantly. Leverlock provides maximum folder slideability and frame rigidity for trouble-free Pendaflex filing.

The price difference between a genuine Pendaflex Leverlock frame and a less carefully designed substitute, is slight. The difference in performance is substantial.



IMPRINTED TAB MARKERS

Colored tab markers printed on both flaps of the Pendaflex folder locate the desired tab position instantly. Time-consuming counting of slots is eliminated. Color blocks guide the eye to the right slot regardless of the tabbing arrangement. This Pendaflex feature is especially useful in maintaining logical indexing systems with tabs that will not slide out of position.

position instantly. Time-consuming counting of slots is eliminated. Color blocks guide the eye to the right slot regardless of the tabbing arrangement. This Pendaflex feature is especially useful in maintaining logical indexing systems with tabs that will not slide out of position.

IMPREGNATED STOCK

A new Oxford process makes Pendaflex hanging folder stock remarkably durable. The exceptionally tough, flexible paper is impregnated for maximum scuff and moisture resistance. New Pendaflex folders are not affected by age, contents or rough handling.

GREATEST RANGE OF COMPANION PRODUCTS

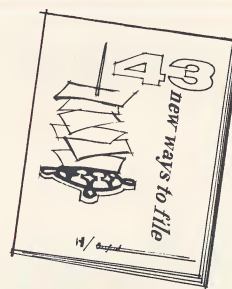
Years of research and development by Oxford have produced many unique companion products that enhance filing speed and accuracy. These improvements have helped users to meet constantly changing records handling requirements by improving Pendaflex versatility and performance characteristics.

Pendaflex is the only gliding hanging folder really engineered for the file room and capable of handling virtually all vertical filing applications.

PENDAFLEX FOR CAREFREE FILING

Pendaflex has long been accepted as the standard by which other filing equipment is measured. It has never been equalled for ease of operation or for filing speed and accuracy.

The newest developments by Oxford engineers make Pendaflex products easier to install, easier to use and completely maintenance-free. An investment in Pendaflex guarantees maximum file productivity day in and day out.



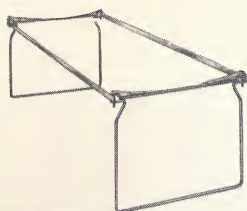
You'll find the answers to all modern filing system questions in this Pendaflex filing manual "43 New Ways to File"—

- Shall I Attach tabs to front or back flap?
- Should tabs be inserted in selected positions?
- How can Pendaflex folders be used as both index and miscellaneous folders?
- When should I use Terminal Digit or Oxford Middle Digit instead of straight numerical filing?
- How will Oxford Pendaflex combined equipment filing actually occupy LESS SPACE and cost less money than conventional folders and guides?

These and many other questions that will assure best results from your Oxford Pendaflex folders are answered here.

PENDAFLEX FRAMES

All frame rails are 27 $\frac{3}{4}$ " long, notched for easy break-off to fit shorter drawers.



	Size	Stock No.	Price Each	Frames per carton	Wgt. per ctn.
•	Letter	442	\$1.95	6	15
•	Letter	442A (compact)	1.95	6	15
•	Legal	443	2.20	6	16
•	Legal	443A (compact)	2.20	6	16
•	Jumbo	448	3.80	3	10
•	Invoice	441	1.95	6	14
•	Semi-legal	445*	1.95	10	14
•	Check	440	1.85	8	14

*For two row filing in a single drawer in legal size files. Furnished with ten no. 40C Cuplinks per carton.

ACCESSORIES FOR PENDAFLEX FRAMES

STOP CLAMPS—fastens to frame rails to separate groups of folders. Packed 2 clamps per envelope.

Stock No. 45SC (\$.25 per env.)

SIDE BRACES—prevents sideways motion of frames in drawers of excessive width. Packed 4 braces per envelope.

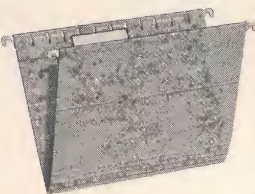
Stock No. 48L (\$.40 per env.)

CUPLINKS—links semi-legal size frames together side-by-side. Packed 10 cuplinks per envelope.

Stock No. 40C (\$.25 per pair)

PENDAFLEX FOLDERS

Pendaflex folder body dimensions (exclusive of tabs or rods) are: Letter—9 $\frac{3}{8}$ " x 11 $\frac{3}{4}$ ", Legal—9 $\frac{3}{8}$ " x 14 $\frac{3}{4}$ ", Invoice—7 $\frac{1}{2}$ " x 9 $\frac{3}{4}$ ", Letter (compact)—9 $\frac{3}{8}$ " x 11 $\frac{3}{4}$ ", Legal (compact)—9 $\frac{3}{8}$ " x 14 $\frac{3}{4}$ ", Check-filer—3 $\frac{1}{2}$ " x 8 $\frac{3}{4}$ ", Semi-legal—9 $\frac{3}{8}$ " x 6 $\frac{3}{4}$ ", Jumbo—14" x 18".



PACKED WITH PLASTIC TABS

	SIZE	Stock No.	1-24 ea.	25-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
FIFTH CUT								
▶	Letter	4152 $\frac{1}{2}$	\$.19	\$15.70	\$150.00	25	250	194
▶	Legal	4153 $\frac{1}{2}$	.21	18.20	174.00	25	250	254
THIRD CUT								
▶	Letter	4152 $\frac{1}{2}$	.20	16.25	155.00	25	250	198
▶	Legal	4153 $\frac{1}{2}$	.22	18.75	179.00	25	250	258

PACKED WITHOUT PLASTIC TABS—Letter, Legal, Semi-legal, Invoice, Jumbo sizes.

▶	Letter	4152	.15	12.40	120.00	25	250	184
▶	Letter	4142*	.15	12.40	120.00	25	250	180
▶	Legal	4153	.17	14.90	144.00	25	250	254
▶	Legal	4143*	.17	14.90	144.00	25	250	240
▶	Semi-legal	4155†	.15	12.40	120.00	50	—	160
▶	Invoice	4151	.14	11.65	111.75	25	250	140
▶	Jumbo	4158	.40	33.00	300.00	25	250	366

*For "Compacted" cabinets (with clear inside heights of 9 $\frac{3}{8}$ " to 9 $\frac{11}{16}$ ").

†For two row filing in a single drawer in legal size files.

PENDAFLEX CHECKFILER FOLDERS

Linked in chains of 25, two chains per box. Packed without plastic tabs.

	Size	Stock No.	1-49 ea.	50-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
▶	Check	4560NT	—	\$12.40	\$120.00	50	500	68

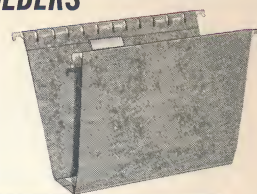
• LEVER LOCK STYLE

▶ OXCELITE® STYLE

PENDAFLEX® FRAMES, FOLDERS, GUIDE

PENDAFLEX BOX BOTTOM FOLDERS

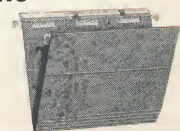
Last digit in stock number indicates capacity of box bottom in inches. Packed without plastic tabs. All Pendaflex box bottom folders are 9 $\frac{3}{4}$ " high body when assembled except 3/4" capacity folders which are 9" high.



	Size	Stock No.	1-24 ea.	25-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
▶	Letter	4152x3/4	\$.19	\$15.65	\$150.00	25	—	195
▶	Legal	4153x3/4	.22	18.15	174.00	25	—	260
▶	Letter	4152x2	.19	15.65	150.00	25	100	209
▶	Legal	4153x2	.22	18.15	174.00	25	100	277
▶	Letter	4152x3	.19	15.65	150.00	25	—	221
▶	Legal	4153x3	.22	18.15	174.00	25	—	296
▶	Letter	4152x4	.19	15.65	150.00	25	—	234
▶	Legal	4153x4	.22	18.15	174.00	25	—	308

PENDAFLEX FOLLOW-UP FOLDERS

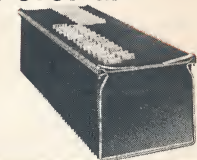
Jan. to Dec. and 1-31 full width tab attached. 2 sliding signals indicate month and day. Packed with extra 3" name inserts.



	Size	Stock No.	1-24 each	25-499 per C	500 up per M	Packing Box	Wgt. M
▶	Letter	4152B2	\$.43	\$36.30	\$330.00	25	210

PENDAFLEX ONE-DRAWER A-Z SYSTEM

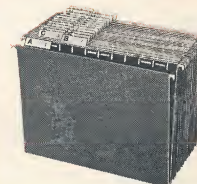
Consists of one no. 442 letter size frame, 1 set number 4225 folders (25 div. A-Z) and 25 number 4152 1/5 folders. Packed one system per carton.



	Size	Stock No.	1-11 sets per set	12 sets up per set	Sets per carton	Wgt. per set
▶	Letter	4012	\$11.00	\$10.45	1	15

PENDAFLEX FOLDER SETS

25 folders per set with no. 42 tabs attached in first two positions at left on folder front flaps.



	Size	Stock No.	Description	Per set	Packing box	Wgt. set
▶	Letter	4225	25 div. A-Z, yellow tabs	\$4.60	1 set	6
▶	Letter	4227	HOUSEHOLDERS SET. 10 div. A-Z, 15 subject titles blue tabs	4.60	1 set	6

PENDAFLEX GUIDES

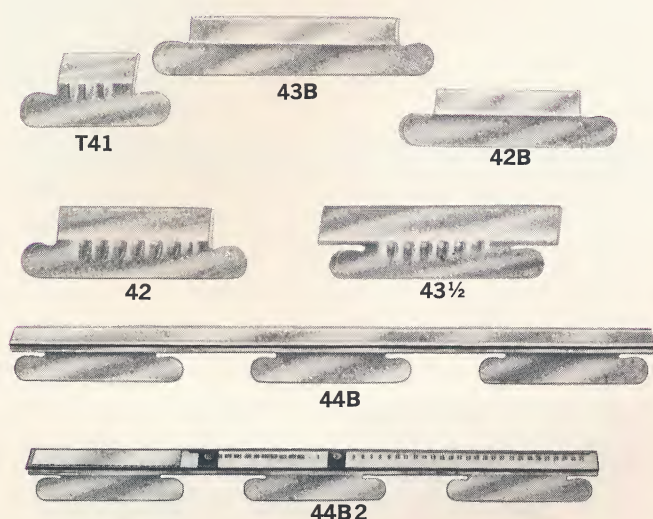
Packed without tabs. Guide sizes (exclusive of tab or rod ends) are: Letter—9 $\frac{3}{4}$ " x 11 $\frac{3}{4}$ "; Legal—9 $\frac{3}{4}$ " x 14 $\frac{3}{4}$ "; Invoice—7 $\frac{3}{4}$ " x 9 $\frac{3}{4}$ ".



	Size	Stock No.	1-49 each	50-499 per C	500 up per M	Packing box	Wgt. M
▶	Letter	4200	\$.14	\$11.40	\$108.00	50	92
▶	Legal	4300	.15	13.50	132.00	50	123
▶	Invoice	4100	.13	10.80	102.00	50	70

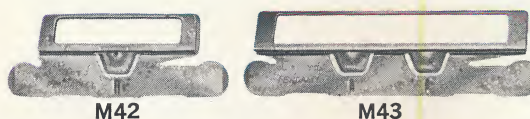
PENDAFLEX® TABS, LINKS, INTERIOR FOLDERS

TABS FOR PENDAFLEX FOLDERS



PLASTIC TABS—All tabs are supplied with extra blank white inserts.

Stock No.	Tab Size HxW	1-24 each	25-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
1" TAB —for signalling or coding and for tenth cut indexing.							
T41	5/8"x1"	\$.04	\$3.00	\$27.50	25	250	4 1/4
2" TABS —for fifth cut or quarter cut indexing.							
42	5/8"x2"	\$.04	\$3.30	\$30.00	25	250	4 1/2
42L	1/4"x2"	.04	3.30	30.00	25	250	4
42B	3/8"x2"	.04	3.30	30.00	25	250	4
3 1/2" and 3 3/8" PLASTIC TABS —for third cut or half cut indexing.							
43 1/2	5/8"x3 1/2"	\$.05	\$3.85	\$35.00	25	250	6 1/2
43B	3/8"x3 3/8"	.05	3.85	35.00	25	250	6 1/2
43H	1 1/16"x3 3/8"	.08	6.60	60.00	25	—	6 1/2
11 1/2" TAB, BLANK —supplied with 8 1/2" long inserts (no. 388) for one line headings, and replaceable name inserts (no. 38N).							
44B	3/8"x11 1/2"	\$.13	\$11.00	\$100.00	25	125	20
11 1/2" FOLLOW-UP TAB, 1-31 —assembled, ready to attach. Uses single red signal. Replaceable name inserts (no. 38N) supplied.							
44B1	3/8"x11 1/2"	\$.25	\$21.00	\$190.00	25	125	20
11 1/2" FOLLOW-UP TAB, JAN. to DEC., 1-31 —assembled, ready to attach. Uses two (blue and red) signals. Replaceable name inserts (no. 38N) supplied.							
44B2	3/8"x11 1/2"	\$.28	\$22.95	\$208.50	25	125	20
11 1/2" FOLLOW-UP TAB HALF MONTHS (24 DIV.) —assembled, ready to attach. Uses single blue signal. Replaceable name inserts (no. 38N) supplied.							
44B3	3/8"x11 1/2"	\$.25	\$21.00	\$190.00	25	125	20



METAL TABS—Supplied with extra blank white inserts and clear cell windows.

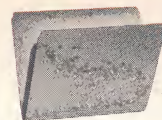
Stock No.	Tab Size H x W	1-24 each	25-499 Per C	500 up Per M	Packing Box	Ctn.	Wgt. M
2" TABS —for fifth cut or quarter cut indexing.							
M42	5/8"x2"	\$.05	\$4.15	\$37.50	25	125	18
3 1/2" TABS —for third cut or half cut indexing.							
M43	5/8"x3 1/2"	.06	5.00	45.50	25	125	32



PENDAFLEX LINKS

Copper coated steel links, easily applied, to fasten folders together for faster filing.

Stock No.	100-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
47	\$1.75	\$16.00	100	500	2



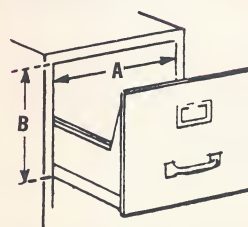
PENDAFLEX INTERIOR FOLDERS

8 point manila letter and 9 1/2 point manila legal size interior folders are 9 1/2 high overall with 3/8" high self tabs.

Size	Stock No.	100-499 per C	500 up per M	Packing Box	Ctn.	Wgt. M
STRAIGHT CUT						
Letter	4210	\$2.45	\$21.95	100	500	56
Legal	4350	3.70	33.50	100	500	74
THIRD CUT						
Letter	4210 3/4	2.70	24.60	100	500	56
FIFTH CUT						
Letter	4210 1/2	2.70	24.60	100	500	56
TABBED TO ORDER						
Letter	4210T†	2.70	24.60	100	—	56
Legal	4350T†	3.95	36.10	100	—	74

*Undercut tabs, tabs not printed
†Specify tab cut and position

REQUIRED DRAWER DIMENSIONS



Minimum width of drawer opening "A"

- For letter size—13"
 - For semi-legal size—16"
 - For legal size—16"
 - For invoice size—11"
 - For check size—10"
 - For jumbo size—19 1/4"
- Inside height of drawer "B"
- For letter size—10"
 - For semi-legal size—10"
 - For legal size—10"
 - For invoice size—8 3/8"
 - For check size—4 1/2"
 - For jumbo size—14 3/4"

Oxford Pendaflex will fit all standard size filing cabinets with suspension slide drawers.

IDENTIFYING LABEL INSERTS and CELL WINDOWS

FOR PENDAFLEX TAB NO.	T41	42	42B	42L	43½	43B	M42	M43	44B	43H
use cell window no.	22CW*	22CW	16CW*	12CW*	23CW	18CW*	22CW	23CW	18CW	—
use label insert series	242*	242	382*	142*	343	384*	242	343	38N, 388	111

*TRIM TO TAB WIDTH

PRINTED INSERT SETS

ALPHABETIC TITLES

Description	343 Series Stock No.	142 Series Stock No.	242 Series Stock No.	382 Series Stock No.	Price Per Set
10 Div.	—	—	242.10	—	\$.10
25 Div.	343.25	142.25	242.25	382.25	.19
40 Div.	—	142.40	242.40	382.40	.55
80 Div.	—	142.80	242.80	382.80	1.09
120 Div.	—	142.120	242.120	382.120	2.10
160 Div.	—	142.160	242.160	382.160	2.90
240 Div.	—	142.240	242.240	382.240	6.00
320 Div.	—	142.320	242.320	382.320	8.00
480 Div.	—	142.480	242.480	382.480	12.00
720 Div.	—	142.720	242.720	382.720	18.00
1000 Div.	—	142.1000	242.1000	382.1000	36.00
1500 Div.	—	142.1500	242.1500	—	on application
2000 Div.	—	142.2000	242.2000	—	on application

STATES, MONTHS, DAILY 1-31 TITLES

States	343.50	142.50	242.50	382.50	.97
Months	343.12	142.12	242.12	382.12	.24
Daily 1-31	—	142.31	242.31	382.31	.40

DATE PERIOD TITLES

2 per year	343M2	1 strip, 5 sets per strip, 10 titles	.15
4 per year	343M4	1 strip, 2 sets 4 per year, 1 set 343M2, 10 titles	.15
6 per year	343M6	1 strip, 1 set 6 per year, 2 sets 343M2, 10 titles	.15
12 per year	343M12	2 strips, 1 set 12 per year, 2 sets 343M4, 20 titles	.25

DIGIT FILING SYSTEMS, NUMERIC TITLES

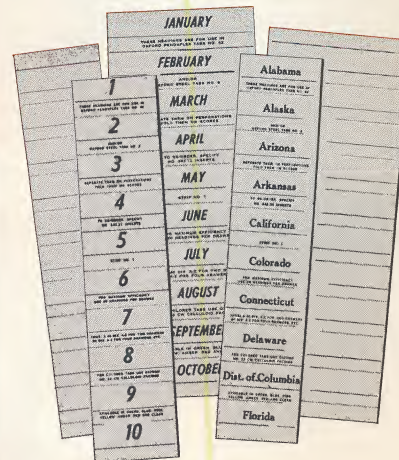
Folder numbers 00-99	—	242.99	—	.70
Folder numbers 00-10 to 90	—	242.90	—	.10
Filing Break 25-50-75	—	242.57	—	on application
Filing Break 20-40-60-80	—	242.68	—	on application

SCHOOL FILING SYSTEMS, SUBJECT TITLES

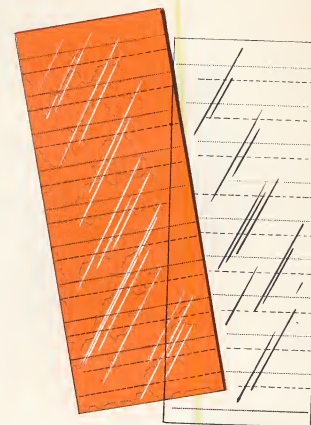
N.Y. Basic School Filing	—	242.300	—	30.00
NAES Filing System	—	242NAES	—	25.00

OFFICE AND HOME FILING SYSTEMS, SUBJECT TITLES

Household Outfit	—	242HHO	—	.19
Desk Data Outfit	—	242.100	—	.70



Blank and printed inserts



Cell window facings

CELL WINDOW FACINGS

Cell window facings ordered separately are shipped in a standard width and may be trimmed to fit tab lengths. Trim cell window width before separation from the strip of 10.

Minimum order 100 cell window facings of a size and color.

7 Colors are clear, red, green, blue, amber, yellow and pink

5 Colors are green, blue, amber, yellow and pink

Stock No.	Cell Face Dimension H x W	Colors	Per C
12CW	1/4" x 2 3/4"	5	\$.60
16CW	3/8" x 2"	5	.60
18CW	3/8" x 3 1/2"	5	.75
22CW	9/16" x 2"	7	.60
23CW	9/16" x 3 1/2"	7	.75

BLANK WHITE LABEL INSERTS

Blank label inserts ordered separately are shipped in a standard width and may be cut to fit tab lengths. Trim label insert width after typing and before separation from the strip.

Minimum order 100 inserts of a size. Specify quantity of inserts,

Stock No.	Insert Face Dimension H x W	Strips of	per C	per M
38N	3/8" x 3"	10	\$.33	\$1.45
111	1 1/4" x 3 1/2"	10	.33	1.45
142*	1/4" x 2 3/4"	10	.33	1.45
242	5/8" x 2"	10	.33	1.45
343	5/8" x 3 1/2"	10	.33	1.45
343X	5/8" x 3 1/2"	22	.33	1.45
382	3/8" x 2"	20	.33	1.45
384	3/8" x 4"	20	.33	1.45
388	3/8" x 8 1/2"	20	.33	1.45

*Also available in green and red

PENDAFLEX® STEEL EQUIPMENT



24" DESK SIDE PENDAFLEXER

Fits snugly beside the desk for fastest reference. As on all Pendaflexers, cover has card holder on hinge plate for listing reference information. Available without lock, in tan or grey, in letter and legal sizes.

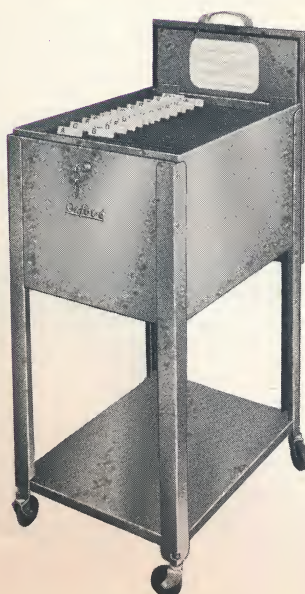


18" TU-DROR PENDAFLEXER

Bottom drawer and top tub with sliding cover provide a total of 34" of filing space. Sliding top locks for privacy. Locking brake on one caster. Available in grey only, in letter and legal sizes.

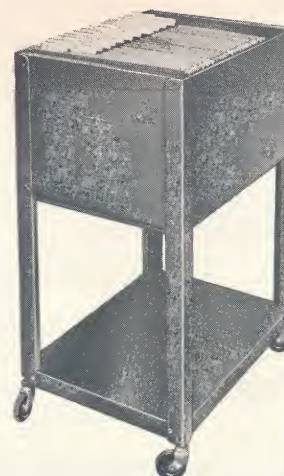
24" TU-DROR PENDAFLEXER

Full suspension bottom drawer plus top tub provide a total of 46" of filing space. Available in tan or grey with lock in sliding cover, plus locking brake on one caster. In letter and legal sizes. In legal size models use stock no. MR 24 midrail unit, \$5.80 each, for two row filing with number 4155 Pendaflex folders (semi-legal size).



17" JUNIOR PENDAFLEXER

Same construction as 24" Desk Side Pendaflexer, but with lock. Available in tan or grey, letter and legal sizes.



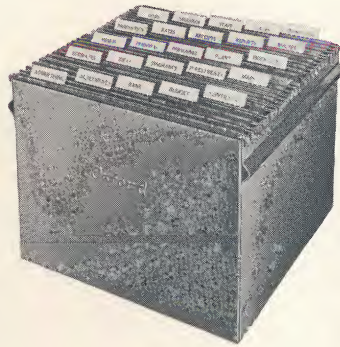
ECONOMY PENDAFLEXER

Same as Junior Pendaflexer but without lock or cover. Styrene (non-ball bearing) casters only. Available in grey, letter size only. Optional vinyl cover available, stock no. 49.....\$.85 each

PENDAFLEX® STEEL EQUIPMENT

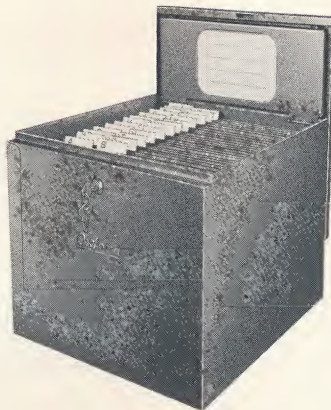
DESK DRAWER OUTFIT

Fits deep desk drawer for instant reference to desk data. Steel tray complete with 25 folders and tabs, and 100 printed headings. Also available empty. Grey only.



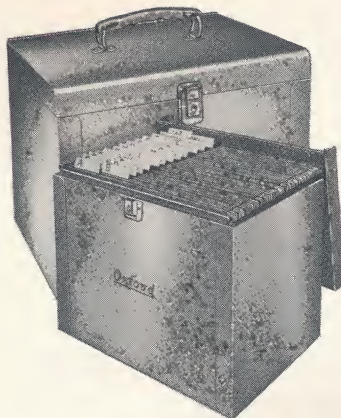
DESK TOP PENDAFLEXER

11 3/4" of filing space with lock for privacy, rubber feet to protect desk top. Grey only.



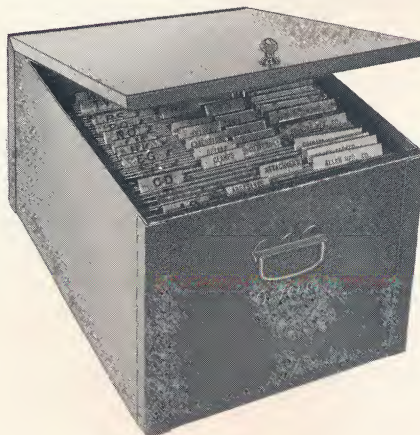
CARRYFILE

Salesmen, executives, people on the go carry data in quick reference Pendaflex folders. 9" of filing space. Brass lock, double walls, piano hinge on cover. Available in letter size, desert sage only.



CAR TRUNK PENDAFLEXER

Designed to fit neatly in car luggage compartment. Keeps sales records, promotional material accessible in one 17" long file. Shipped with separate locking cover. Available in letter size, grey only.



MOBILE PENDAFLEXERS, DESK FILES, AND CARRYFILES

Mobile Pendaflexers, with new improved casters and stainless steel slide rails are shipped empty. Casters, handles and keys are separately packed and fastened within the file to prevent loss.

Desk Files and Carryfiles are also shipped empty.

Size	Stock No.	Outside Dimensions			1-5 each	6 up each	Wgt. each
		High	Wide	Long			
24" DESK SIDE PENDAFLEXER							
Letter	422	28 1/2"	13 1/8"	24 1/4"	\$27.50	\$26.50	32
Legal	423*	28 1/2"	16 1/8"	24 1/4"	36.95	35.95	38
24" TU-DROR PENDAFLEXER							
Letter	432	30 1/4"	15 1/8"	24 3/4"	57.50	56.50	61
Legal	433*	30 1/4"	18 1/8"	24 3/4"	72.50	71.50	67
18" TU-DROR PENDAFLEXER							
Letter	472	31"	15 1/8"	18 1/8"	39.75	38.75	40
Legal	473	31"	18 1/8"	18 1/8"	47.95	46.95	50
17" JUNIOR PENDAFLEXER							
Letter	462	28 1/2"	13 1/8"	18 1/4"	24.75	23.75	27
Legal	463	28 1/2"	16 1/8"	18 1/4"	29.95	28.95	30
ECONOMY PENDAFLEXER							
Letter	412W	27 3/8"	13 1/8"	18"	15.95	15.50	20
DESK TOP PENDAFLEXER							
Letter	452	11 1/8"	13 1/8"	12 7/8"	11.40	10.95	12
CARRYFILE							
Letter	492	11 1/8"	13 1/8"	9 1/8"	11.50	11.50	9
CAR TRUNK PENDAFLEXER							
Letter	404	10 3/4"	13"	18"	13.40	13.10	14
DESK DRAWER OUTFITS (With Folders and 100 Printed Headings)							
Required Drawer Dimensions							
Letter	4042	10 3/8"	12"	13"	9.75	9.25	12
Legal	4043	10 3/8"	12"	16 1/4"	11.50	10.95	13
DESK DRAWER TRAYS (Empty)							
Letter	402	10 3/8"	12"	13"	5.75	5.50	6
Legal	403	10 3/8"	12"	16 1/4"	6.55	6.30	7

*Accepts No. MR24 Midrail unit for two row filing with No. 4155 Pendaflex folders (semilegal size).

Stock No. MR24...\$5.80 each

CASTERS—Non marking black rubber wheel with 3/4" wide tread and ball bearing spindle. 2" diameter wheel is standard on all Mobile Pendaflexers except no. 412W.

Stock No.	Wheel Diameter	per set of 4	Wgt. set
BA234	2"	\$4.70	2
BA334*	3"	8.30	2 1/2

*not available packed with Mobile Pendaflexers; offered as option at extra cost only.

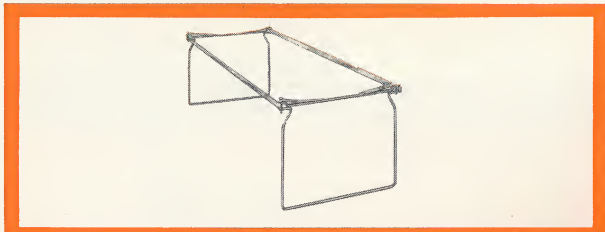
RUBBER FEET—for use with Desk Drawer Outfits when used on desk top.

Stock No. 46RB—\$.25 per set (envelope of 4)

TIPS ON USING PENDAFLEX®

HOW TO GET THE MOST FOR YOUR MONEY WITH PENDAFLEX®

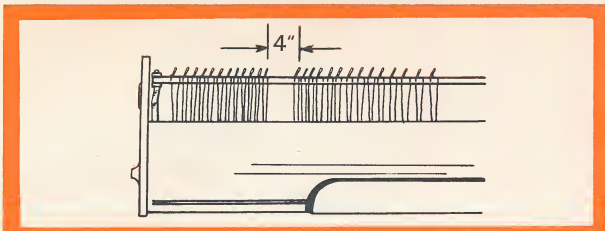
USE ONLY GENUINE PENDAFLEX LEVERLOCK FRAMES



Substitute frames invariably destroy the ability of Pendaflex to slide freely in the drawer. Genuine Pendaflex frames are precision engineered from the finest materials for use only with Pendaflex folders. They will not nick, cannot cause "chatter" and will not sag under extra heavy loads. Smooth rails guarantee that your Pendaflex folders will slide with flying speed. And Pendaflex frames assemble quickly, easily, without the use of tools.

Fit the frame properly. The frame should fit the drawer snugly but not too tightly. When a frame is jammed into the drawer the side rails bow, making it difficult for folders to slide.

GIVE YOUR FILE CABINETS A BETTER BREAK



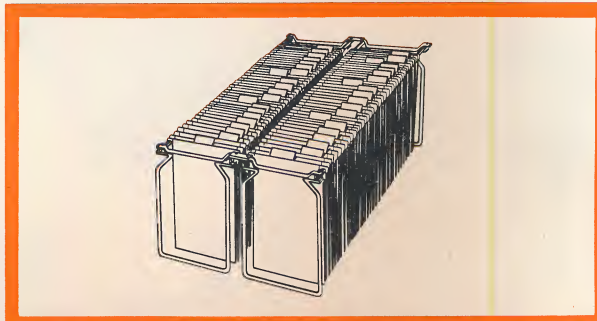
Don't settle for the old fashioned method of jammed file drawers. The "stuffing" technique saves little actual space, damages records, ruins filing speed and accuracy, and slows transfer. Leave 4 to 6 inches of sliding expansion space in your Pendaflex drawer for maximum ease and lowest operating cost.

PLAN TABBING CAREFULLY

Positioning the tab on the front flap of the Pendaflex folder eliminates one unnecessary filing motion —takes the "push" out of the "push-pull" routine of opening the folder.

When tabbing, follow a logical pattern. Don't undertab. It's time consuming. Don't over-tab. It's confusing. Use color of course, but use it with discrimination. Each color must have a function beyond making the file more attractive.

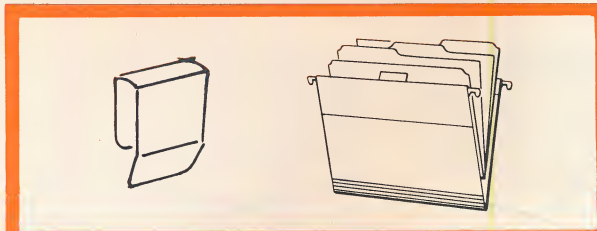
USE TWO ROW FILING IN LEGAL SIZE CABINETS FOR SMALL FORMS



There is an increasing trend toward smaller, easier to handle forms which contain only essential information. By redesigning report forms for example, firms can save time and money and gain up to 66% floor space as compared with present records housing.

Other applications include: Insurance Co. policy forms, Savings Account ledger cards, job envelopes, traveling requisitions, credit applications and personnel records, claims reports, sales call reports, equipment or plant inspection records.

USE PENDAFLEX LINKS, INTERIOR FOLDERS



By fixing the folder hanger rods at a perfect 90° angle to the side rails, LINKS improve Pendaflex performance. They also connect related folders accordion style and keep Pendaflex equipment in the drawer where it belongs.

The use of Pendaflex folders as carriers for manila INTERIOR FOLDERS permits record classification, provides a transmission folder, and makes transfer easy. File jackets, pockets or file backs may be used in place of folders.

TAKE ADVANTAGE OF SPECIAL PENDAFLEX SIZES AND ACCESSORIES

Special equipment is available for special problems. Your franchised Pendaflex dealer will be glad to help.

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The subjects covered by these publications have been researched and written by Oxford records specialists. They give you facts that are not obtainable from other sources. If you are planning a change in equipment or system, your information will be out of date until you have read the appropriate Oxford service literature. All publications free upon request.

- **OXFORD FILING METHODS MANUALS**

A Series of Manuals Describing Specialized Filing Techniques in Industry and in The Professions.

- | | |
|-------------|--|
| Volume #I | The Automated Office |
| Volume #II | Banking and Financial Organizations |
| Volume #III | The Executive Secretary |
| Volume #IV | Life, fire and Casualty Insurance (Agencies and Companies) |
| Volume #V | The Law Office |
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- **EVALUATION OF MODERN FILING EQUIPMENT (PERFORMANCE STUDIES AND COSTS)**

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New ideas for easier indexing and better control.

- **REPORT ON THE COMPARISON OF MANUAL VERSUS AUTOMATIC RECORD RETRIEVAL SYSTEMS**

- **HOW TO INDEX CARD FILES — FROM 100 TO 1,000,000 NAMES**

- **43 NEW WAYS TO FILE**

Comprehensive manual of modern Pendaflex filing systems and equipment.

- **FILE TO FIND**

Basic alphabetic filing rules. Instructions for indexing. How to select proper supplies. Fully illustrated.

- **FILED BUT NOT FORGOTTEN**

How to set up a retention schedule; when and how to transfer. Includes unique scoring chart for easy determination of the right storage equipment for various records. Fully illustrated.

- **SHELF FILING FACT AND FICTION**

Exhaustive study of the applications and abuses of shelf filing. Recommendations for proper use. Time studies.

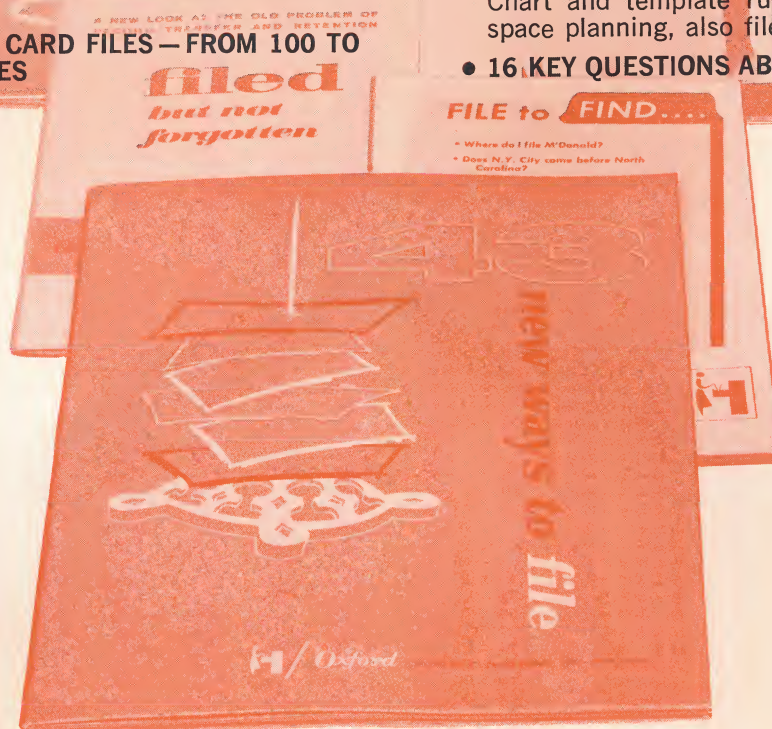
- **GUIDE TO BETTER FILING FOR TRADE AND PROFESSIONAL ASSOCIATIONS**

A comprehensive "how to" leaflet. Illustrated.

- **LATERAL PENDAFLEXER MANUAL AND SPACE PLANNER KIT**

Description, specifications, applications, for Oxford Lateral Pendaflexer Filing Cabinet Line. Chart and template ruler for proper office space planning, also file analysis guide.

- **16 KEY QUESTIONS ABOUT SHELF FILING**





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